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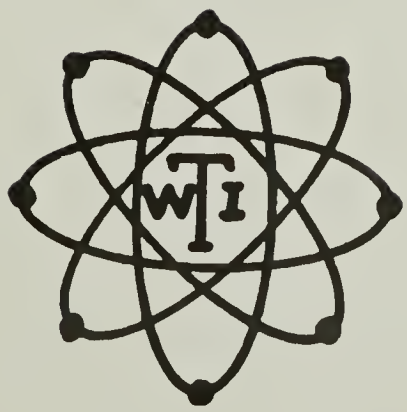
WAYNE TECHNICAL INSTITUTE

Goldsboro, North Carolina



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Georgianna Powell, Practical Nursing
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Robert Pittman, Engineering Technology, Drafting and Design
William Seibert, Agriculture Technology
Ralph Leach, Engineering Technology, Electronics and Mathematics
Jean Boykin, Practical Nursing
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WAYNE TECHNICAL INSTITUTE
Goldsboro, North Carolina

CENTER CALENDAR
1964-1965

SUMMER QUARTER
1964

June	8	Monday—Registration
June	9	Tuesday—Classes begin
June	16	Monday—Last day to register, change or add courses.
June	27	Saturday—Classes will be held
July	14	Tuesday—Last day to withdraw from a course without receiving "F"
August	21	Friday—Examinations—Summer Quarter Ends

FALL QUARTER
1964

Sept.	9	Wednesday—Registration
Sept.	10	Thursday—Classes begin
Sept.	17	Thursday—Last day to register, change or add courses
Oct.	15	Thursday—Last day to withdraw from a class without receiving "F"
Nov.	25	Wednesday—Examinations—Fall Quarter Ends

WINTER QUARTER
1964-65

Nov.	30	Monday—Registration
Dec.	1	Tuesday—Classes begin
Dec.	8	Tuesday—Last day to Register, change or add courses
Dec.	21	Monday—10:00 p.m.—Christmas Holidays begin
Jan.	4	Monday—Classes resume
Jan.	19	Tuesday—Last day to withdraw from a course without receiving "F"
Feb.	26	Friday—Examinations—Winter Quarter Ends

SPRING QUARTER
1965

March	3	Wednesday—Registration
March	4	Thursday—Classes begin
March	12	Friday—Last day to register, change or add courses
April	1	Thursday—Last day to withdraw from a course without receiving "F"
April	15	Thursday—10:00 p.m.—Easter Holidays begin
April	20	Tuesday—Classes resume
May	21	Friday—Examinations—Spring Quarter ends

SUMMER QUARTER
1965

June	7	Monday—Registration
June	8	Tuesday—Classes begin
June	15	Tuesday—Last day to register, change or add courses
June	26	Saturday—Classes will be held
July	13	Tuesday—Last day to withdraw from a course without receiving "F"
August	20	Friday—Examinations—Summer Quarter ends

TABLE OF CONTENTS

PAGE

GENERAL INFORMATION 8
ADMISSION 11
EXPENSES 13
ACADEMIC 16
CONDUCT AND STANDARDS 19

CURRICULUMS:

Agricultural Technology — Business 20
— Chemistry 22
— Farm Business Management 24
— Poultry and Livestock 26
Building Crafts — Bricklaying 28
— Carpentry 29
Dental Assisting 30
Business Department — Business Administration 32
— Secretarial Science 48
Engineering Technology — Electronics 34
Mechanical Engineering Technology — Drafting and Design 36
Power Mechanics — Automotive 38
— Diesel 40
— Service Station 42
— Tractor 44
Practical Nursing 46

COURSE DESCRIPTIONS:

Agriculture 49
Air Conditioning and Heating 55
Automotive 55
Business 56
Chemistry 60
Dental Assisting 61
Diesel 63
Drafting and Design 63
Electricity 65
Electronics 65
Electronics Electives 66
English 67
Industrial Science 68
Mathematics 68
Mechanics 69
Physics 70
Social Science 71
Technical Secretary 71
Welding 71

REQUEST FOR INFORMATION 72

GENERAL INFORMATION

Location and Facilities of Center

The Wayne Technical Institute is located in a modern building on highway #70 East Bypass, between the William Street Exit and the Snow Hill Intersection.

The Institute is equipped with the latest and most modern equipment; all housed under one roof. Containing in excess of 19,000 square feet, the entire facility is heated and, where practical, laboratories and classrooms are air conditioned.

Extension Centers

The Wayne Technical Institute administers Extension Centers in the following locations:

1. Kenansville Extension Unit
   Kenansville, North Carolina — Practical Nursing
2. Carteret County Industrial Education Center
   Morehead City, North Carolina —
   1. Marine Engines (Diesel and gasoline)
   2. Radio and T.V. Repair
   3. Welding
   4. Drafting
3. Duplin County Extension Unit
   Rose Hill, North Carolina —
   Automotive - upgrading
   (Evening classes only)
4. Sampson County Extension Unit
   Herring School

Evening Class

Other than those courses offered at extension units, the Wayne Technical Institute can offer a great diversity of classes, not only at the Institute, but for groups in their own area. These courses generally do not carry credit toward graduation from a regular diploma program; but, are primarily designed to assist persons already employed to upgrade their knowledge and skills in order to develop improved performance on their jobs. Those students successfully completing a course of this nature will be awarded a certificate of completion by the Institute. A permanent record for each student is kept in the Institute's records section and a transcript will be made available to the student or his employer upon request.

Placement Service

Placement services are available to all graduates of the Institute as well as those students completing fifteen quarter hours of course work.

There is no charge for any phase of the placement service.

Enrollment

The Wayne Technical Institute has made rapid strides on enrollment each quarter since it was founded. It is expected that this steady pattern of growth will continue in the future.

The Zodiac

The **Zodiac** is the new yearbook of the Wayne Technical Institute and its purpose is threefold.

1. To provide a lasting record and history of the Institute's growth and development.
2. To create and stimulate interests and initiative within the student body.
3. To provide memories of days gone by.

The yearbook will be compiled each year by an annual staff composed of students representing each Department. A member of the faculty will serve as advisor.

Student Government

The Student Government was organized during the Fall Quarter of 1963. Elections were held on October 22nd, 1963. Its constitution was written and adopted soon after the first officers were installed. The purpose of this organization is to promote in each student a personal sense of pride and responsibility for his or her school, County and, to accept his democratic responsibilities as an American citizen.

Counseling Service

The Wayne Technical Institute maintains a counseling and testing service, not only for the convenience of those students enrolled in the Institute's program, but for persons seeking assistance in making a wise and responsible vocational choice. A wise vocational choice is probably one of the most important decisions one can make.

These services are available, without charge.

Library

The Library is housed in spacious, well-lighted quarters, with seating space for 50 readers. The book collection, which is primarily scientific and technical, consists of 4,000 volumes. New books are being added continually. The reference collection contains 3 sets of encyclopedias and more tha 125 spcialized dictionaries and handbooks. In addition to the book collection, about 25 periodicals and several newspapers are received currently. The Library is also the audio-visual center of the School. Included are a variety of projection equipment and a fast growing collection of films, filmstrips and slides. There is available a good selection of other materials, such as phamphlets and clippings.

The Library is open from 8:00 a.m. to 10:00 p.m. every day. A librarian is on hand to assist students with special problems.

Bookstore-Snackbar

The Wayne Technical Institute maintains, for the convenience of the student body, a combination bookstore and soda shop. Students are able to purchase needed text books, supplies and equipment. Refreshments, as well as food (milk, coffee, sandwiches, and soup) are available to the students. The Bookstore - Snackbar operates from 7:45 a.m. till 4:30 p.m.; 6:45 p.m. till 9:15 p.m. each day, Monday through Friday each Quarter during the regularly scheduled classes. When possible, the Institute assists students in off-setting some of their expenses by offering them employment in the Student Store or other departments in the Institute.

ADMISSION

ENTRANCE REQUIREMENTS:

The applicant should be a high school graduate or be able to demonstrate experience and mental growth equivalent to that of a high school graduate. He must make an acceptable score on an Aptitude Test Battery administered and must show an earnest desire to enter the field of study chosen.

Those applicants who are not academically prepared to enter programs of their choice may enroll in a special program devised to prepare them to enter specific programs of their choice.

If he is physically handicapped, the administration of the Wayne Technical Institute will consider each individual's problem to determine whether the handicap will hinder his chances for employment in the chosen field.

WHEN TO ENROLL:

Students desiring to enter may enroll Fall, Winter, Spring or Summer Quarters, either on a full-time or part-time basis. Only two beginning classes are accepted in Practical Nursing and Dental Assisting each year; one in the Fall Quarter, the other in the Spring Quarter.

APPLICATIONS: (No fee required)

There is no fee charged to students desiring to make applications to the Institute for admission. Applications should be submitted to the Institute's Admissions Office well in advance of the beginning date of the Quarter in which he wishes to enroll. Students majoring in any field, other than Practical Nursing and Dental Assisting, may enroll at the beginning of any Quarter. Students interested in practical nursing or dental assisting may make application to begin in the Fall or Spring Quarter.

Provisional Students:

Students applying too late to take the required pre-entrance examinations may be given a brief test and if the results appear satsifactory, the applicant will be permitted to enter the Institute as a Provisional Student. A Provisional Student will be required to complete the pre-entrance examination and submit all required transcripts as soon as possible. In other words, he is admitted in good standing, provided examination scores, transcripts and other information proves satisfactory.

Probationary Students:

Students who have completed pre-entrance examinations and provided the Institute with required transcripts, may not meet the Institute's minimum entrance standards for the field he has chosen. After counseling, those students not interested in considering other possibilities may be permitted to pursue the curriculum of their choice for a trial period of one quarter, provided the Admissions Office, after considering all the facts, decides the individual possesses characteristics considered important to success, but not measurable by any test, he will be given one quarter to prove himself.

Special Students:

Those students with particular needs or problems, will be given consideration as to possible assistance the Institute may render. Those students desiring to attend the Institute under this classification should set up an appointment with the Admissions Office. Individual programs of study will be worked out if both the Admissions Office and the interested party feel that participation would prove beneficial. This program does not lead toward a degree or diploma. The student may enroll in this program in order to attain the necessary background needed to enter a diploma program.

DIPLOMA:

A diploma is awarded to a student who completes an Institute diploma program with a general grade average of "C" or better in his major field of study and who has at least two quality points for each Quarter Hour of Credit earned in his total program.

TRANSCRIPTS:

Students applying for admisssion will submit copies of their transcripts along with their applications or shortly thereafter. Transcripts from each institution previously attended must be forwarded to the Admissions Office.

TRANSFER OF CREDITS:

Quarter hours of credit earned at the Wayne Technical Institute can be transferred to any of the Institutions under the Dept. of Community Colleges in North Carolina. Transfer of credits to institutions other than North Carolina's System of Community Colleges, would be determined by the institution to which the student wished to transfer. Grades transferred between Institutions of the Department of Community Colleges would be accepted as recorded.

EXPENSES

TUITION PER QUARTER:

Tuition	$30.00
Activity Fee	2.00
TOTAL	$32.00

Tuition for students taking less than 15 quarter hours of credit will be two dollars per quarter hours of credit.

Time payments may be arranged at the business office.

REGISTRATION FEE:

A two dollar registration fee is to be paid once per school year.

OUT OF STATE STUDENTS:

Any student whose legal residence is outside of the State of North Carolina or, in the case of younger students who are boarding or living with relatives in the community, whose parents or guardians live outside of the State, will pay registration and tuition fees two-and-a-half times the in-State rate.

TEXTBOOKS:

Students are required to purchase their textbooks. For their convenience, the Institute maintains a bookstore in which books, uniforms and other required items, necessary to a program of study, may be purchased by the student. The cost of these items varies according to the program the student elects to pursue.

REFUNDS:

All accounts paid in advance are subject to refund on a prorated basis.

Veterans:

The following refund policy will be applicable to veterans eligible under Public Law 550, 82nd Congress.

The institution has and maintains the following policy for the refund of the unused portion of tuition, fees, and other charges in the event the veteran fails to enter the course or withdraws or is discontinued therefrom at any time prior to completion.

The amount charged the veteran for tuition, fees and other charges for a portion of the course will not exceed the approximate pro rata portion of the tuition, fees, and other charges that the length of the completed portion of the course bears to its total length.

All Others:

The refund policy shall permit a refund of two-thirds of the tuition when withdrawal occurs before the end of 20 school days (the first school month) of the term. Time payments of one-third down and a third at the first of the next two months may be arranged at the discretion of the Business Office.

LATE REGISTRATION:

A student registering later than the date designated as registration day, must pay an additional fee of one dollar.

CREDIT FOR WORK COMPLETED:

No diploma or certificate will be granted, or a transcript of credits furnished a student until all financial obligations to the Institute, other than student loans, have ben paid.

All previously incurred expenses and accounts at the Institute must be fully paid before a student may re-enter at the beginning of any quarter.

SCHOLARSHIPS:

Scholarship aid is available to worthy students from several sources. The School is endeavoring to provide other aid as it can be found.

LOAN FUNDS:

The State Board of Education, at its May 2, 1963 meeting, authorized acceptance of a gift from the North Carolina Consumer Finance Association in the amount of $10,675.00, to be used as a loan fund for students in vocational and technical education. This loan fund is available to students at the Wayne Technical Institute, enrolled on a full-time basis. The maximum loan under this fund is $300.00 per year.

Other loan funds are available to worthy students from civic and business organizations. The administration will be glad to consult with students about the availability of these funds.

SELF-HELP:

Many students at the Wayne Technical Institute hold part-time jobs to help defray the cost of their living expenses. These jobs are available in limited numbers in and around Goldsboro.

During the past summer the Wayne Technical Institute launched a program of student self-help and hired students to take on responsbilities in the School. This program is now helping a number of students with their expenses and will be expanded as need arises.

REHABILITATION:

The Wayne Technical Institute has students enrolled in full-time curriculums, who are liberally helped by the North Carolina Department of Public Instruction, Division of Vocational Rehabilitation.

The Federal Government offers a similar program of rehabilitation for veterans and war orphans.

VETERANS AND WAR ORPHANS:

The Wayne Technical Institute is fully approved by the Veterans Administration to offer education under the Korean G.I. Bill of Rights and the Orphan's Education Assistance Act. Deadline for assistance under these Bills is January 31, 1965.

STUDENT HOUSING:

Although the Institute does not have Dormitory facilities, a list of persons interested in renting rooms or apartments to Institute students, is available. A current list of Goldsboro residents offering these facilities may be obtained from the Institute upon request. Cost will vary, but will range between $20.00 to $40.00 per month; according to the livability and convenience. The center staff will be happy to assist interested students in locating adequate housing.

ACADEMIC

QUARTER SYSTEM:

The Wayne Technical Institute operates on the Quarter Plan. The Fall, Winter, Spring and Summer Quarters are each approximately eleven weeks in length. Most classes operate five days a week.

CREDIT:

Quarter hours of credit are awarded as follows: one quarter hour of credit for each hour per week of class work, one quarter hour of credit for each two hours per week of laboratory work, and one quarter hour for each three hours of shop practice per week.

Quarter hours of credit earned at the Wayne Technical Institute can be transferred to any of the institutions under the North Carolina Dept. of Community Colleges.

SCHOLARSHIP:

A quality point system is used to calculate all student scholarship standings. The grades A, B, C, D, F, and I are used by this Institute; A is the highest grade given, D is the lowest passing grade, and F is a failing grade. A grade of "I", which is a conditional grade, is given for a deficiency in quantity and not for a deficiency in qualty of work. A grade of "I" must be removed during the next quarter the student is enrolled in the Institute or it becomes a failure automatically. If the student does not return to school the "I" must be removed within one year or it automatically becomes an "F". An "F" may not be removed by repeating the course.

EXPLANATION OF GRADES:

A — Excellent, (93-100); B — good, (85-92); C — average (78-84); D — barely passed, (70-77); F — failed, course must be repeated to secure credit; P — passed; I — condition.

In terms of quality points, a grade of A earns 4 quality points per quarter hour; the grade B earns 3 quality points per quarter hour; and the grade C earns 2 quality points per quarter hour. The grade of D earns 1 quality point per quarter hour. After the close of each quarter, term reports of all students in all their studies are sent to parents or guardians.

HONOR ROLL:

The Honor Roll is composed of students who make at least three quality points per credit hour on all work taken with no grade below C.

ABSENCES:

Requests for excused absences from class must be made to the Institute's Administration Office not later than one week after the student returns to class. If the absence was incurred within a week before the end of the quarter, the student should contact the office immediately concerning such absences that need excusing.

Regularity of class attendance is expected of all students. Each class absence incurs the loss of some educational value to the student and places an additional responsibility on both the student and the instructor. Absences in considerable numbers may lead to the lowering of scholastic standards.

Absences from class will be excused for the following reasons only:

1. Illness of the student.
2. Representation of the school in an activity that is recognized by the Administration when such representation is reported to the School by a member of the faculty.
3. Death of a member of the student's immediate family.
4. Circumstances which, in the opinion of the Institute Administration, warrant an excused absence or absences.

One quality point will be deducted for each unexcused absence incurred by a student.

A student **must attend** at least seventy-five percent of the class meetings of any course in order to receive credit for the course.

Classes missed due to late registration count as absences.

REQUIREMENTS FOR GRADUATION:

A student must have a general grade average of C or better in his field of study and must have at least two quality points for each quarter hour of credit earned in his total program in order to graduate and receive a diploma.

WITHDRAWALS:

Students desiring to leave the Institute during the quarter must withdraw officially through the Office. This can be done with an official withdrawal slip obtained from the Associate Director's Office. There is no penalty if a student withdraws prior

to the date specified in the Institute calendar as the last date for withdrawing without failure. Failures are recorded on all courses for students who withdraw after that date. However, if a student withdraws after the deadline with the approval of a physician, a grade of WP or WF will be recorded on each course. Students who withdraw without following the above procedures will receive failing grades on all courses for which he is registered.

A student making official withdrawal from the Institute must report to the Associate Director's Office in order that proper steps may be taken toward withdrawal.

CREDITS FOR PREVIOUS TRAINING:

Educational work completed by the student in other accredited schools may, where applicable, be accredited toward the requirements of an Institute Diploma Program. Students are expected to file transcript of all previous work. A minimum of two quarters of residence is required for graduation.

PROGRESS AND COURSE SELECTION:

No student will be permitted to major in more than one curriculum at a time.

An evaluation of the progress of the student will be made each quarter, and if his work is found to be unsatisfactory, he will be called in for counseling. After consultation with the counselor, another quarter for improvement may be granted, or the student may be advised to change to a course more agreeable to his aptitude and ability.

Any student who desires to change his program of studies should first discuss it with the Head of his Department, then with the Associate Director. Veterans should remember that they are allowed only one change of course.

REGISTRATION:

All students are required to register at the beginning of each quarter they are in attendance.

ACCREDITATION:

The Wayne Technical Institute is accredited and operated by the North Carolina State Department of Community Colleges under the State Board of Education as specified in Chapter 115A of the General Statutes of North Carolina.

The Institute is an approved institution of higher education for the training of veterans under Public Law 16 of the 78th Congress and under Public Law 550 of the 82nd Congress. In addition, it has been approved as an institution eligible to administer the Student Loan Fund - Vocation and Technical Education.

CONDUCT AND STANDARDS

This Institute has a genuine concern for the integrity of all students enrolled. Students are required to conduct themselves in a mature and responsible manner.

The following rules apply to all students who are enrolled in this institution:

1. Each student is held responsible for information published through notices and announcements placed on bulletin boards.
2. Students who negligently lose, damage, destroy, sell, or otherwise dispose of school property placed in their possession or entrusted to them will be charged for the full extent of the damage or loss and are subject to disciplinary action.
3. Under no condition will alcoholic beverages or liquors be permitted in or on the school property. No one under the influence of alcohol or narcotics will be allowed on school premises. Any violation of this regulation will result in expulsion from the Institute on the first offense.
4. Students who engage in such acts as stealing, gambling. profane language, personal combat, and possession of firearms and dangerous weapons are liable to disciplinary action.
5. Smoking is prohibited in all classrooms, laboratories and shops at all times.
6. "Cleanliness is the sign of intelligence!" Students are expected to make use of the disposal containers in the halls and in shops and classrooms at all times.
7. Students are expected to dress appropriately for all occasions.
8. Due to the amount of danger areas in the Institute, students are asked not to bring children to class with them.
9. Students are to enter the office on business only.
10. Students must remember that when entering and leaving the school parking areas that they must always proceed with caution.
11. Drinking of soft drinks, milk shakes and coffee; eating of food, is allowed only in designated areas. Drinks and food should be kept within the limits of the student lounge or out of doors.
12. Parking is allowed only in designated areas. (Parking spaces between wings of buildings are for administrative staff only).

AGRICULTURAL TECHNOLOGY—BUSINESS

William J. Seibert, *Department Head*

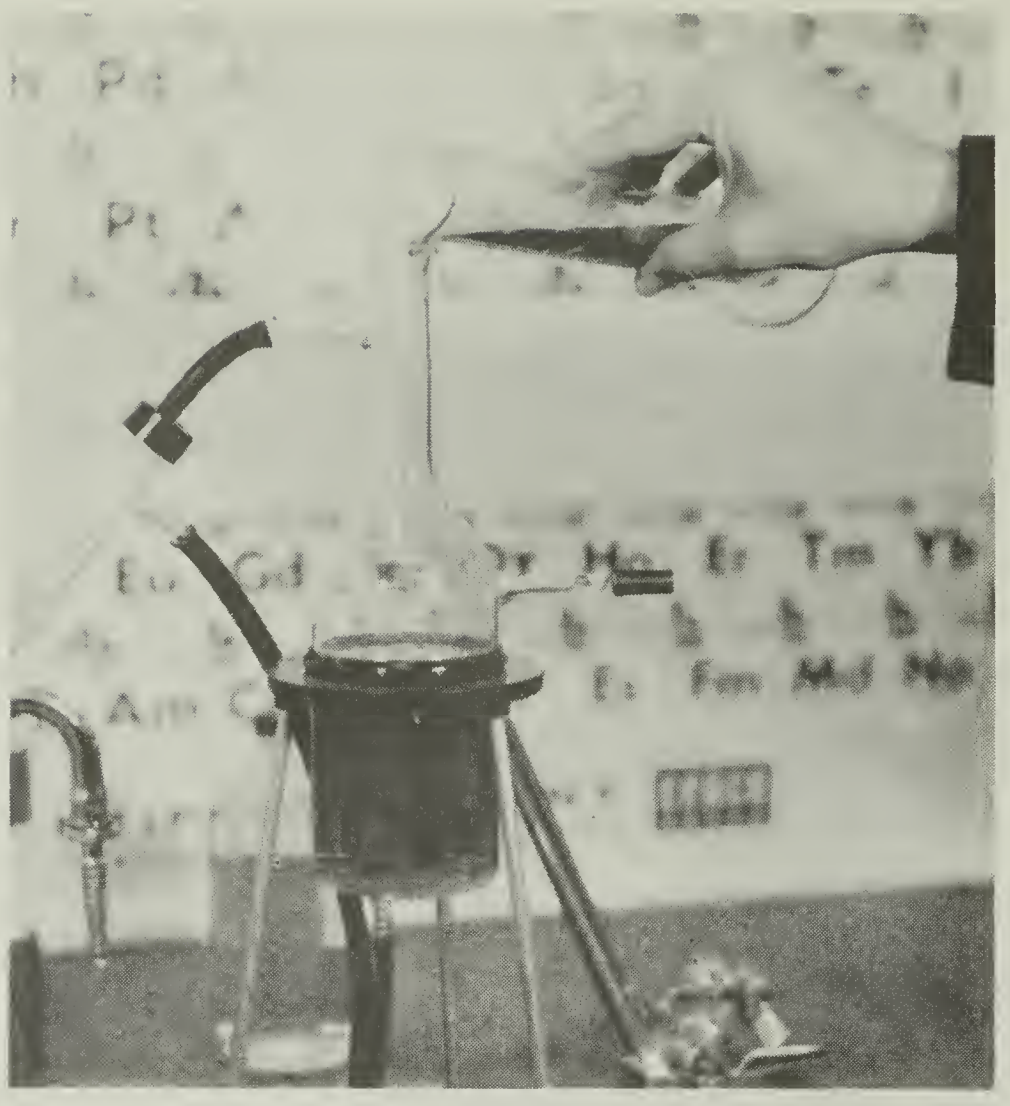
Rapid technological changes in farming and related agricultural businesses have given rise to the need for more technically trained people. A variety of agricultural businesses and industries employ persons to assist in marketing, processing, and distributing of farm products and providing services to the farmer. Many responsible positions in agricultural businesses and industries require technical training not available in high schools or in four-year colleges.

The Agricultural Technology-Business Curriculum is designed to help students acquire knowledge, understandings, and abilities in the broad field of agricultural business. It combines knowledge of agricultural with business training to prepare the graduate for one of the many varied employment opportunities in agricultural business. The specific objectives of the Agricultural Business Curriculum are to develop the following student competencies:

1. Understanding of the principles of organization and management in agricultural businesses, industries and form operations.
2. Understanding of the basic principles of our economic system, marketing, credit, price concepts and governmental policies and programs relating to agriculture.
3. Understandings and skill in effective communication for agricultural business.

AGRICULTURAL TECHNOLOGY—BUSINESS

		Course Title	*Quarter Hours Credit*
FIRST QUARTER			
BUS	311	Business Mathematics	3
ENG	301	Communitive Skills: Reading Improvement	2
AG	370	Animal Science	6
AG	310	Introduction to Agricultural Economics	6
			17
SECOND QUARTER			
BUS	320	Accounting	6
ENG	302	Communicative Skills: English	3
AG	312	Agricultural Marketing	6
AG	420	Plant Science	6
			21
THIRD QUARTER			
BUS	321	Accounting	6
AG	314	Farm Business Management	7
ENG	303	Communicative Skills: Technical Writing	3
AG	492	Fertilizers and Lime	4
			20
FOURTH QUARTER			
AG	316	Agricultural Finance	6
BUS	317	Sales Development	4
BUS	326	Business Organization and Operation	3
ENG	304	Communicative Skills: Speech	2
		Agriculture or Business: Elective	5
			20
FIFTH QUARTER			
AG	306	Farm Chemicals	6
BUS	318	Business Law	5
AG	336	Farm Electrification	4
BUS	310	Written Sales Communications	4
			19
SIXTH QUARTER			
SOC	301	Human Relations	2
AG	326	Agricultural Program and Agencies	4
BUS	335	Business Management	3
BUS	309	Business Machines	2
AG	502	Agricultural Bus. Practicum (198 Minimum hrs.)	6
		Agriculture or Business: Elective	5
			22



AGRICULTURAL TECHNOLOGY—CHEMICAL

William J. Seibert, *Department Head*

The curriculum in Agricultural Technology—Chemical will prepare students for entry into the rapidly growing field of agricultural chemicals, involving the development, testing, production, sales and application of pesticides and fertilizers. The industry supplies thousands of dusts, sprays, and granules to the agricultural producer to control pests and a huge variety of fertilizer materials to produce his crops. Agricultural chemicals are utilized in all crop and livestock production.

The Agricultural Technology—Chemical curriculum will give the student a functional understanding of:

1. The basic agricultural sciences relating to the agricultural chemicals industry.
2. Applied chemistry.
3. Business organization, procedures, and management of firms producing, marketing and applying agricultural chemicals.
4. Formulation and use of farm chemicals and their relation to profitable agricultural production, including safety procedures.

A broad base of general technical course is combined with selected courses in entomology, pathology and chemistry and their application to agricultural production.

AGRICULTURAL TECHNOLOGY—CHEMICAL

		Course Title	*Quarter Hours Credit*
FIRST QUARTER			
ENG	301	Communicative Skills: Reading Improvement	2
BUS	311	Business Mathematics	3
CHEM	301	Chemistry	4
AG	390	Entomology	3
AG	370	Animal Science	6
			18
SECOND QUARTER			
ENG	302	Communicative Skills: English	3
CHEM	302	Chemistry	5
AG	420	Plant Science	6
AG	380	Livestock Diseases and Parasites	3
AG	310	Introduction to Agricultural Economics	6
			23
THIRD QUARTER			
ENG	303	Communicative Skills: Technical Writing	3
CHEM	304	Chemistry	5
AG	490	Soil Science	5
AG	492	Fertilizers and Lime	4
AG	392	Crop Insects	4
			21
FOURTH QUARTER			
ENG	304	Communicative Skills: Speech	2
CHEM	305	Agricultural Chemistry and Chemicals	5
BUS	317	Sales Development	4
AG	456	Plant Pathology	4
		Agricultural: Elective	4
			19
FIFTH QUARTER			
BUS	310	Written Sales Communications	4
BUS	318	Business Law	5
AG	428	Weed Identification and Control	5
BUS	326	Business Organization and Operation	3
		Free Elective	3
			20
SIXTH QUARTER			
SOC	301	Human Relations	2
BUS	335	Business Management	3
AG	308	Pesticide Application	3
AG	394	Garden, Fruit and Household Pests	6
AG	506	Agricultural Chem. Practicum (198 Minimum Hrs.)	6
			20

AGRICULTURAL TECHNOLOGY—FARM BUSINESS MANAGEMENT

William J. Seibert, *Department Head*

Agriculture is undergoing tremendous changes. The trends are to larger, highly mechanized and specialized farms with high capital investments. This means that there will be an increasing demand for capable farm managers to coordinate the purchasing, production and marketing of these larger agricultural production operations.

Farm managers of the future must possess greater technical competence to remain in the highly competitive production phase of agriculture. They must be able to cope with present production problems and adapt to rapid technological changes.

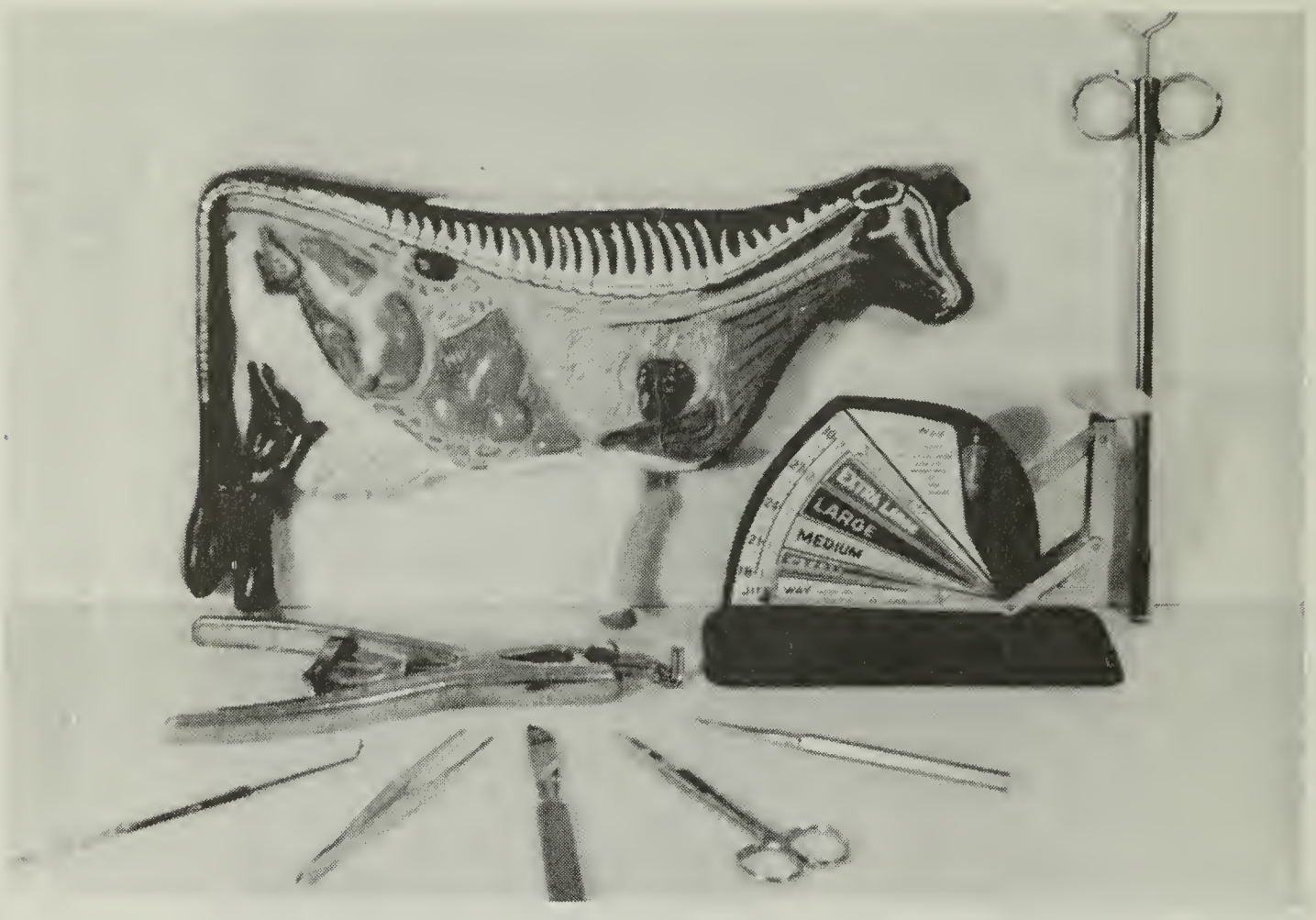
It is anticipated that changes in agriculture and the general economic environment will occur at a faster rate in the future. Profitable management of agricultural operations will demand successful adjustment to these changes. Decisions involved in these adjustments will require and individual with more training, knowledge and ability.

The objectives of the Farm Business Management Curriculum shall be to develop:

1. Understanding of the principles and procedures of business management and their application to agricultural production, and abilities essential to the management of an efficient well-organized farming operation.
2. Understanding of the agricultural sciences most essential to the production and marketing of agricultural products, including knowledge of the animal, plant, and soil sciences and their relationships with ability to apply these educational experiences to practical problems of agricultural business and industry.

AGRICULTURAL TECHNOLOGY—FARM BUSINESS MANAGEMENT

		Course Title	*Quarter Hours Credit*
FIRST QUARTER			
ENG	301	Communicative Skills: Reading Improvement	2
BUS	311	Business Mathematics	3
AG	460	General Poultry Science	6
AG	370	Animal Science	6
			17
SECOND QUARTER			
ENG	302	Communicative Skills: English	3
BUS	320	Accounting	6
AG	310	Introduction to Agricultural Economics	6
AG	420	Plant Science	6
			21
THIRD QUARTER			
AG	312	Agricultural Marketing	6
AG	314	Farm Business Management	7
AG	490	Soil Science	5
AG	492	Fertilizers and Lime	4
			22
FOURTH QUARTER			
ENG	304	Communicative Skills: Speech	2
AG	316	Agricultural Finance	6
AG	318	Farm Records and Taxes	4
AG	338	Farm Machinery I	4
		Crop Science Elective	3
			19
FIFTH QUARTER			
BUS	318	Business Law	5
AG	306	Farm Chemicals	6
AG	336	Farm Electrification	4
AG	380	Livestock Diseases and Parasites	3
		Animal Science: Elective	4
			22
SIXTH QUARTER			
SOC	301	Human Relations	2
AG	322	Agricultural Prices	5
AG	342	Farm Mechanization	4
AG	326	Agricultural Programs and Agencies	4
AG	514	Farm Business Management Practicum (198 Minimum Hrs.)	6
			21



AGRICULTURAL TECHNOLOGY—LIVESTOCK AND POULTRY

William J. Seibert, *Department Head*

Commercial poultry and livestock production are becoming increasingly specialized. Poultry and livestock farms continue to grow in size and value. By the year 1975 North Carolina will need to produce 60 percent more broilers and chickens, 49 percent more eggs and 49 percent more turkeys. Similar increases in need for livestock and their products are anticipated.

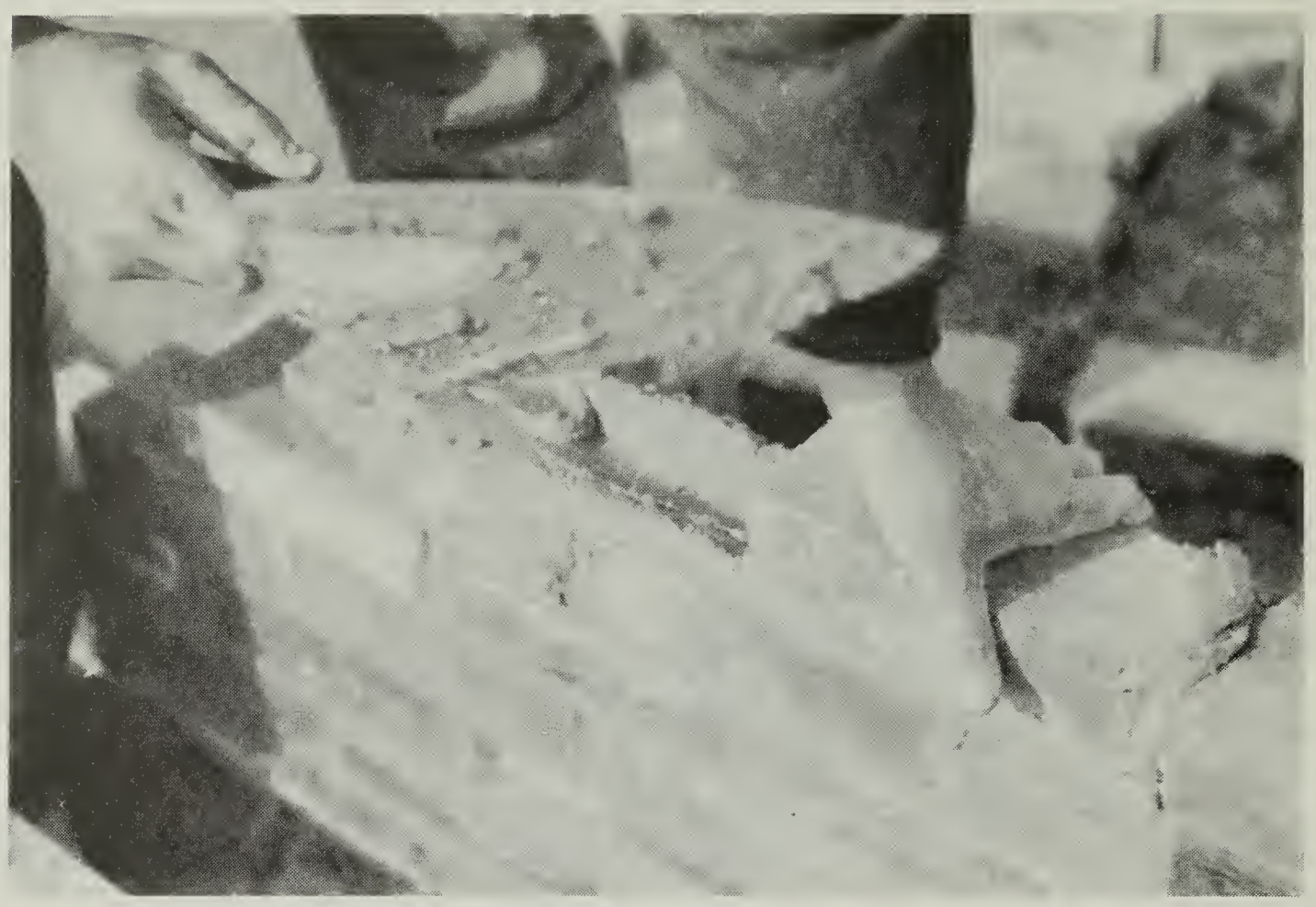
Growing, processing and marketing of poultry and livestock and associated products furnishes employment for a very large number of people who render essential services in the grading, marketing, inspection, processing and distribution of these farm products.

Improved methods and mechanizations in the poultry and livestock industry in North Carolina require technically trained people. Advanced techniques and skills are needed in the production, processing, storage and marketing of poultry and livestock and their products.

The content of this curriculum is designed to give students a good understanding of the principles, methods, techniques and skills which are essential for successful employment in the poultry and livestock industry. Sound technical training is a requirement for successful employment in North Carolina's expanding poultry and livestock industry.

AGRICULTURAL TECHNOLOGY—
LIVESTOCK AND POULTRY

		Course Title	*Quarter Hours Credit*
FIRST QUARTER			
AG	460	General Poultry Science	6
ENG	301	Communicative Skills: Reading Improvement	2
AG	370	Animal Science	6
BUS	311	Business Mathematics	3
			17
SECOND QUARTER			
AG	462	Poultry Housing and Equipment	4
ENG	302	Communicative Skills: English	3
AG	420	Plant Science	6
AG	310	Introduction to Agricultural Economics	6
			19
THIRD QUARTER			
AG	464	Poultry Enterprises	6
AG	490	Soil Science	5
AG	312	Agricultural Marketing	6
AG	314	Farm Business Management	7
			24
FOURTH QUARTER			
AG	466	Marketing Poultry Products	4
AG	374	Dairy and Beef Production	6
ENG	304	Communicative Skills: Speech	2
BUS	317	Sales Development	4
		Livestock: Elective	3
			19
FIFTH QUARTER			
AG	468	Poultry Health	4
BUS	318	Business Law	5
AG	380	Livestock Diseases and Parasites	3
AG	306	Farm Chemicals	6
		Free Elective	3
			21
SIXTH QUARTER			
SOC	301	Human Relations	2
AG	388	Swine and Sheep Production	6
		Agricultural: Elective	8
AG	518	Poultry and Livestock Practicum	6
			22



BUILDING CRAFTS—BRICKLAYING

Don Howell, *Department Head*

The Bricklaying Curriculum provides a training program for developing the basic knowledge and skills needed in constructing walls, partitions, fireplaces, chimneys, and other structures from brick. Students will be taught to use other masonry materials, such as concrete, cinder, or gypsum block; structural tile, or terra cotta. Instruction will be given in the installation of brick linings of industrial kilns and furnaces.

Students will have opportunity to acquire a thorough knowledge of the kinds of tools and how to use both handtools and power tools such as chisels, trowels, jointers, tuck pointers, bricklayers's hammers, gage lines, plumb bobs, mason levels, and power saws used for cutting masonry materials.

The employment of bricklayers is expected to rise rapidly over the 1960-1970 decade. Between 1950 and 1960, employment of these craftsmen rose from about 165,000 to more than 250,000. Increasing use of structural clay tile for fire resistant partitions and glass blocks for exterior walls is expected, causing increased demand for skilled bricklaying craftsmen.

BUILDING CRAFTS—CARPENTRY

Don Howell, *Department Head*

The Carpentry Curriculum provides a training program for developing the basic knowledge and skills needed to erect wood framework in buildings, including subflooring, sheathing, partitions, floor joists, studding and rafters. As a part of their training, students will also learn to saw, fit and assemble plywood, wallboard, and other materials. A study will be made of the various kinds and types of materials used in carpentry such as nails, bolts, wood screws, or glue to fasten materials.

Some time will be spent in learning to install asphalt title, linoleum, and similar soft-wood coverings. Students will also be taught how to use handtools such as hammers, saws, chisels, and planes, and power tools such as portable power saws, drills, and rivet guns. Thorough understanding of the principles involved in modern construction comes in class assignments, discussion, and actual practice under competent supervision.

Technological developments are expected to continue to affect both the number and skill requirements of carpenters during the decade. Tens of thousands of job openings will be available during the 1960's for young men who wish to enter the carpentry trade. A growing number of carpenters will be needed in the maintenance departments of factories, commercial establishments, large residential projects, and governmental agencies.

DENTAL ASSISTING

Dr. Charles B. Sabiston, *Department Head*

The dental assistant is one who performs many of the semi-professional and non-professional duties about a dental office, thereby relieving the dentist of these responsibilities. The dental assistant prepares patients for examinations and/or treatment; checks to see that all needed supplies, instruments, and equipment are in readiness; and assists at the dental chair while the dentist performs his task.

Independent work includes instrument sterilization and some laboratory and X-ray work. She also may perform a variety of clerical tasks, such as making appointments, serving as receptionist, maintaining case records, receiving payments, and keeping books.

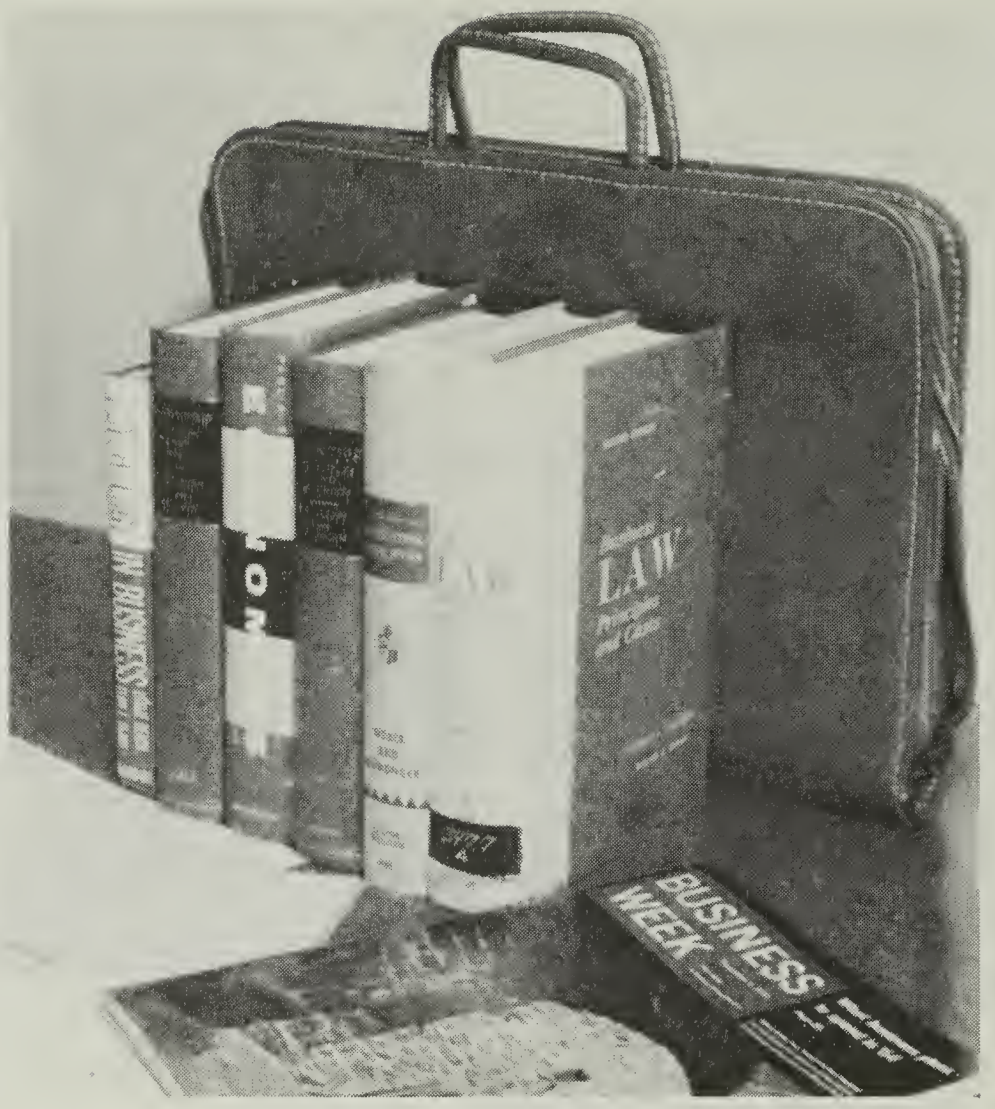
Regardless of the interpretation one might give the definition of a dental assistant and the description of her duties, the fact remains that her real functions will always be Service: Service to a health profession—Service to a community—and Service to her chosen vocation.

At the Wayne Technical Institute, one will have the opportunity to train in a modern and well-equipped school designed especially for training the dental assistant instructor and dentists from the local area. Near the completion of the course, students will work directly with patients in the school while under close supervision of the staff.

With the present explosive rise in population and only 92,000 dentists in private practices, the future demand for dentistry can be met only through the use of auxiliary personnel; that is, dental assistants, dental hygenists, and dental laboratory technicians. There are presently only 87,000 dental assistants, appreciably less than one per office. The demand for well trained dental assistants is great and will continue to increase in almost every community and state.

DENTAL ASSISTING

		Course Title	*Quarter Hours Credit*
FIRST QUARTER			
DA	101	Dental Anatomy and Physiology	2
DA	102	Bacteriology	1
DA	103	Oral Pathology	1
DA	110	Pharmacology—Diet Nutrition	1
DA	104	Introduction to Practice	1
DA	111	Dental Materials	7
ENG	301	Reading Improvement	2
TS	131	Accounting	4
TS	132	Typing	3
			22
SECOND QUARTER			
DA	112	Gross Anatomy and Physiology	1
DA	113	Penrsonal Hygiene	1
DA	114	First Aid	1
DA	115	Sterilization	1
DA	116	Equipment Care	1
DA	117	Roentgenology	2
ENG	304	Technical Speech	2
ENG	303	Technical Writing	3
DA	118	Supplies	1
DA	105	Pre-clinical Orientation	7
DA	120	Records	3
			23
THIRD QUARTER			
DA	106	Pre-Clinical Orientation II	3
SOC	101	Human Relations	2
DA	107	Advanced Clinical Orientation	4
DA	108	Clinical Practice I	8
DA	119	Patient Management	1
			18
FOURTH QUARTER			
DA	109	Clinical Practice II	13
DA	121	Examination	2
			15



BUSINESS ADMINISTRATION

Dixon S. Hall, *Department Head*

Since 1957 more than half of the employed people in the United States have engaged in distributing goods or rendering services. Leading manufacturers recently stated " . . . our major problem is in marketing . . ." This means that major opportunities exist in fields of marketing and distribution. Young people who are educationally and personally qualified can achieve great satisfaction and financial rewards through careers in distribution and marketing.

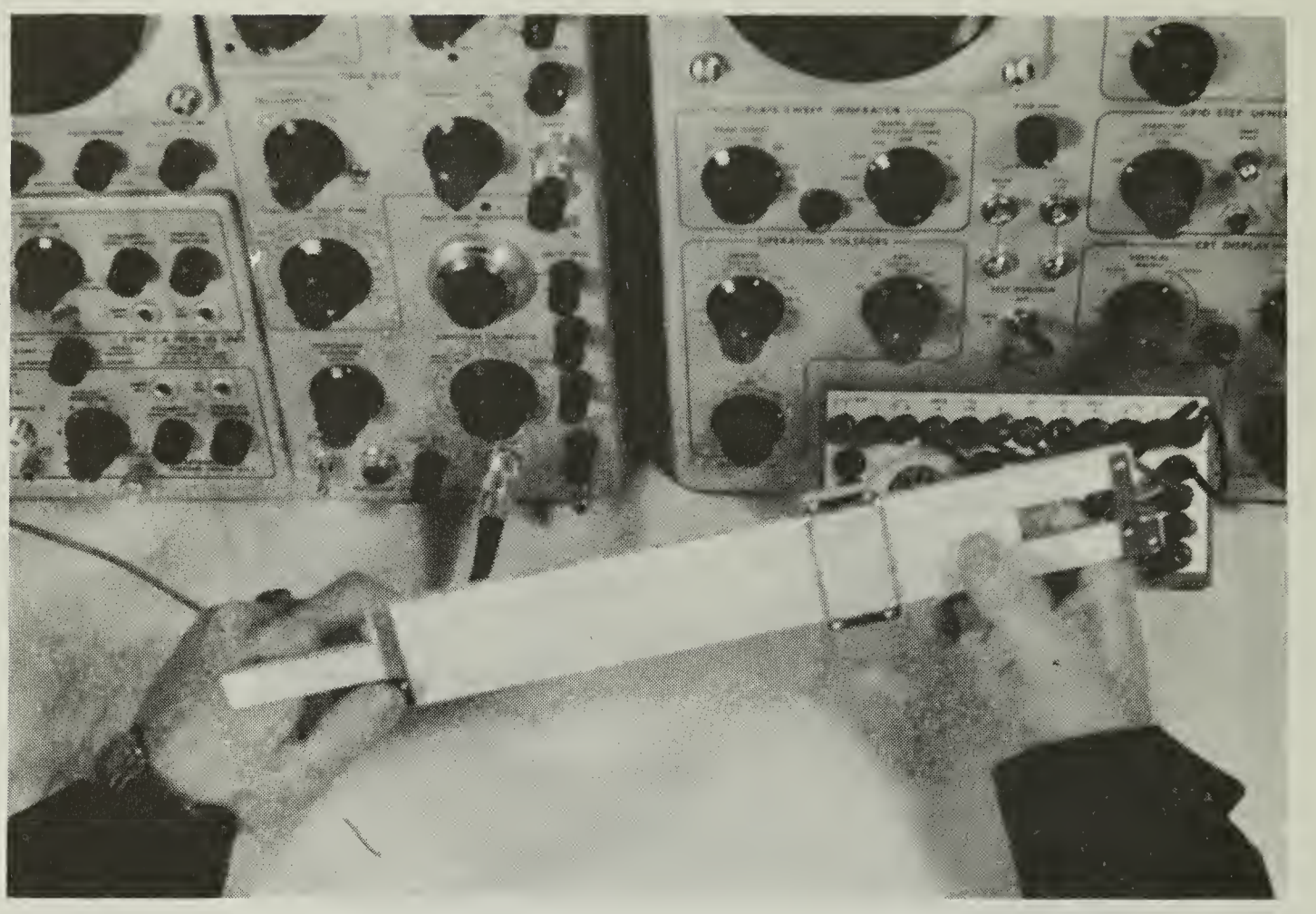
In North Carolina the opportunities in business are especially bright. The population of the State is becoming increasingly urban and much more differentiating in its demands for goods and services. With the increasing industrial development in this State, it becomes essential to market our products fore effectively. In many instances business has become increasingly competitive, much more highly organized and automated. This situation limits the better opportunities in business to those with specialized education beyond the high school level.

The graduate of the Business Administration program may enter Distribution and Marketing in a variety of career opportunities from beginning salesperson or office clerk to owner and manager in many areas such as advertising; banking; credit; finance; retailing; wholesaling; hotel, tourist and travel industry; insurance; selling—retail, wholesale, industrial and specialty; transportation; and communications.

BUSINESS ADMINISTRATION

		Course Title	*Quarter Hours Credit*
FIRST QUARTER			
ENG	301	Communicatice Skills: Reading Improvement	2
ENG	302	Communicative Skills: English	3
BUS	312	Marketing	3
BUS	311	Business Mathematics	3
SOC	302	Economics	3
BUS	313	Occupational Orientation	3
			17
SECOND QUARTER			
BUS	305	Business Speech	4
BUS	303	Introduction to Psychology	3
BUS	317	Sales Development	4
BUS	320	Accounting	6
BUS	314	Occupational Analysis	3
			20
THIRD QUARTER			
BUS	310	Written Sales Communications	4
BUS	316	Retailing	3
BUS	321	Accounting	6
BUS	319	Credit Procedures and Problems	3
BUS	315	Occupational Research	3
			19
SUMMER SESSION			
BUS	338	Work Experience and Project	7
FOURTH QUARTER			
BUS	326	Business Organization and Operation	3
BUS	327	Advertising	4
BUS	328	Business Insurance	3
BUS	322	Accounting	6
BUS	329	Marketing Research	3
			19
FIFTH QUARTER			
BUS	332	Sales Promotion Management	4
BUS	333	Personnel Management	3
BUS	334	Transportation	3
BUS	318	Business Law	5
BUS	330	Marketing Research	3
		Elective*	3
			21
SIXTH QUARTER			
BUS	335	Business Management	3
BUS	336	Economics of Distribution	3
BUS	337	Wholesaling	3
BUS	331	Marketing Research	3
		Elective*	6
			18

*Elective subjects must be related to the student's career objective and may be selected from courses offered by the Technical Institute or Industrial Education Center. Elective subjects include merchandising, warehousing, banking, and typing.



ENGINEERING TECHNOLOGY—ELECTRONICS

Ralph B. Leach, *Department Head*

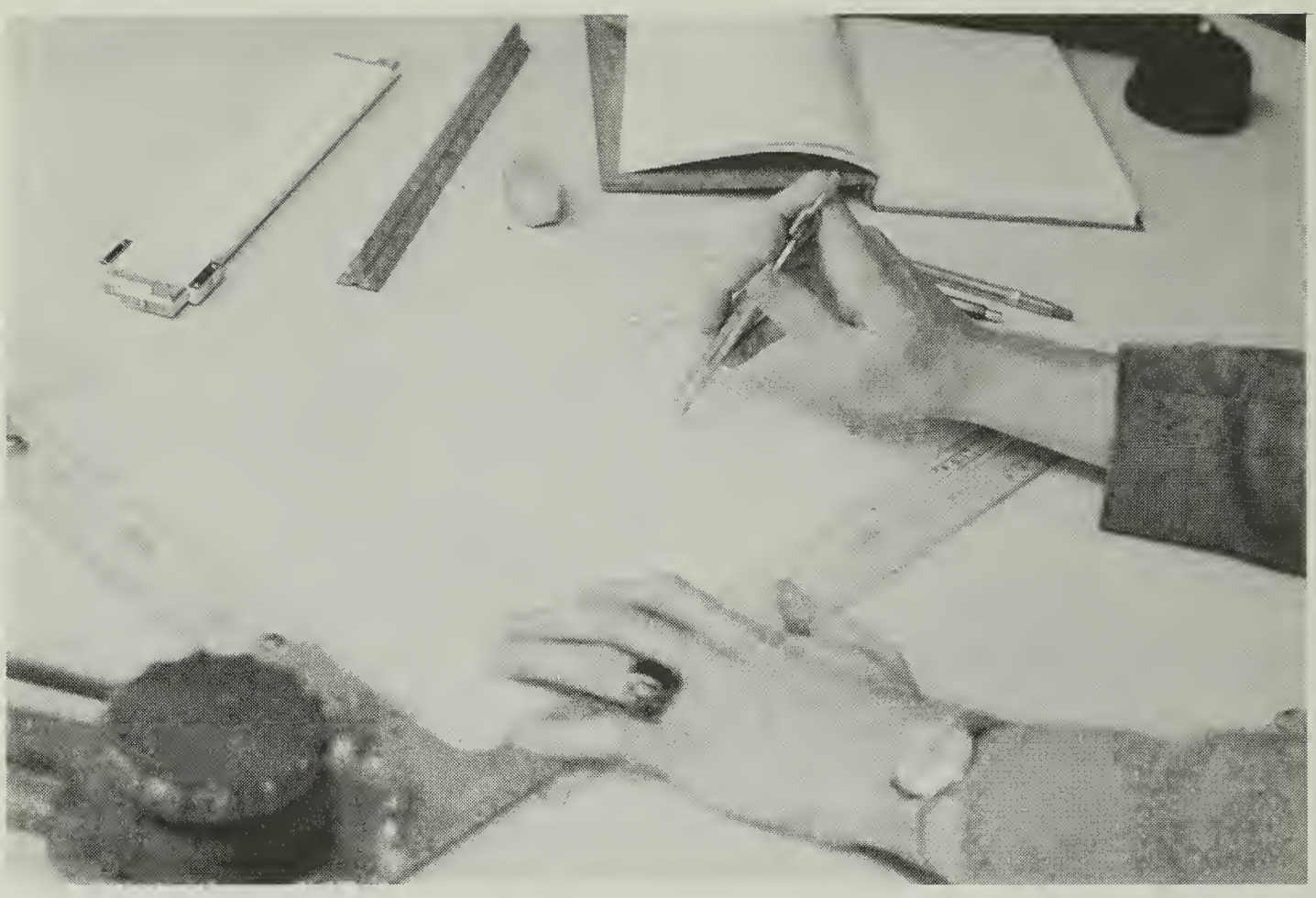
The field of electronics has developed at a rapid pace since the turn of the century. For many years the major concern of electronics was in the area of communications. Developments during World War II and in the period since have revolutionized production techniques. New industries have been established to supplement the need and demand for electronics equipment.

Many opportunities exist for men and women with a technical education in electronics. This curriculum provides a basic background in electronic related theory with practical applications of electronics for business and industry. Courses are designed to develop competent electronics technicians who may take their place as an assistant to an engineer, or as a liaison between the engineer and the skilled craftsman.

The electronics technician will start in one or more of the following areas: research, design, development, production, maintenance or sales. He may be an assistant to an engineer, an engineering aide, laboratory technician, supervisor or equipment specialist. His training is similar to that of an engineer, but in less depth and more practical in application. He can function as a liaison between an engineer and the skilled craftsman.

ELECTRONICS TECHNOLOGY

		Course Title	*Quarter Hours Credit*
FIRST QUARTER			
MA	301	Technical Mathematics	5
PHY	301	Physics: Properties of Matter	4
ENG	301	Communicative Skills: Reading Improvement	2
DD	307	General Drafting	3
ELEC	310	Direct Current Electricity	8
			22
SECOND QUARTER			
MA	302	Technical Mathematics	5
PHY	302	Physics: Work, Energy, Power	4
ENG	302	Communicative Skills: English	3
ELEC	311	Alternating Current Electricity	8
			20
THIRD QUARTER			
MA	303	Technical Mathematics	5
ENG	303	Communicative Skills: Technical Writing	3
SOC	301	Human Relations	2
ELN	312	Electronics I	9
			19
FOURTH QUARTER			
MA	304	Technical Mathematics	3
PHY	304	Physics: Light and Sound	4
ENG	304	Communicative Skills: Speech	2
ELN	313	Electronics II	12
			21
FIFTH QUARTER			
ISc	301	Industrial Organization and Management	3
ELN	316	Transistor Applications	7
ELN	317	Communications and Ultra High Frequency	4
ELN	318	Special Circuitry	7
			21
SIXTH QUARTER			
SOC	302	Economics	3
ELN	319	Instrumentation	8
ELN	320	Circuit Analysis and Maintenance	8
			19



ENGINEERING TECHNOLOGY—MECHANICAL DRAFTING AND DESIGN

Robert E. Pittman, *Department Head*

This curriculum guide was prepared for the purpose of outlining a training program for students of drafting and design technology. There are certain identifiable duties which are common to all technicians of this general classification and which comprise the basic areas of technical knowledge they need. This curriculum has been designed for training persons in the accepted performance of these basic duties that will be assigned, and to enable the individual student to become proficient in a short time after he becomes employew in theindustry.

Courses in general education have been included to give a student the assurance that comes with education upon a broad base. The technician associates with many levels of thought and expression—administrative personnel, scientists, engineers, skilled workmen—and must be able to communicate effectively with all levels. Courses in the skills of communicaton, human relations, economics and the field of industrial organization, and management have been provided to assist the student to develop understanding and confidence. Courses containing essential information from related subject areas, such as mathematics, physics, and mechanics have been included in order to provide the student a better academic base for his training.

Mechanical drafting and design technicians are concerned with the preparation of drawings for design proposals, for experimental models and items for production use.

These technicians perform many aspects of design in a specialized field, such as the developing of the design of a section, sub-assembly or major component. Investigating design factors and availability of material and equipment, production methods and facilities are frequent assignments. They also design units and controls from specifications by utilizing drawings of existing units and reports on functional performance or design components in industrial fields based in engineers' original design concepts or specific ideas. They are asigned as coordinators for the execution of related work of other design, production, tooling, material and planning groups. Technicians in this classification will often supervise the preparation of working drawings.

MECHANICAL TECHNOLOGY—DRAFTING AND DESIGN

		Course Title	*Quarter Hours Credit*
FIRST QUARTER			
DD	301	Technical Drafting	4
MA	301	Technical Mathematics	5
ENG	301	Communicative Skills: Reading Improvement	2
PHY	301	Physics: Properties of Matter	4
MECH	301	Materials, Tools and Processes	3
			18
SECOND QUARTER			
DD	302	Technical Drafting	4
MA	302	Technical Mathematics	5
ENG	302	Communicative Skills: English	3
PHY	302	Physics: Work, Energy, Power	4
MECH	302	Materials, Tools and Processes	3
			19
THIRD QUARTER			
DD	303	Technical Drafting	4
MA	303	Technical Mathematics	5
ENG	303	Communicative Skills: Technical Writing	3
PHY	303	Physics: Electricity	4
MECH	303	Materials, Tools and Processes	3
			19
FOURTH QUARTER			
DD	304	Technical Drafting	4
DD	310	Descriptive Geometry	4
ENG	304	Communicative Skills: Speech	2
ELN	301	Industrial Controls	4
MECH	304	Metallurgy	4
			17
FIFTH QUARTER			
DD	305	Design Drafting I	4
MECH	305	Strength of Materials	4
PHY	305	Hydraulics and Pneumatics	4
DD	311	Mechanisms	4
			16
SIXTH QUARTER			
DD	306	Design Drafting II	6
DD	312	Jig and Fixture Design	4
SOC	302	Economics	3
ISc	301	Industrial Organization and Management	3
SOC	301	Human Relations	2
			18

POWER MECHANICS—AUTOMOTIVE

H. Earl Hardison, *Department Head*

This curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair or adjust automotive vehicles. Manual skills are developed in practical shop work. Thorough understanding of the operating principles involved in the modern automobile comes in class assignments, discussion, and shop practice.

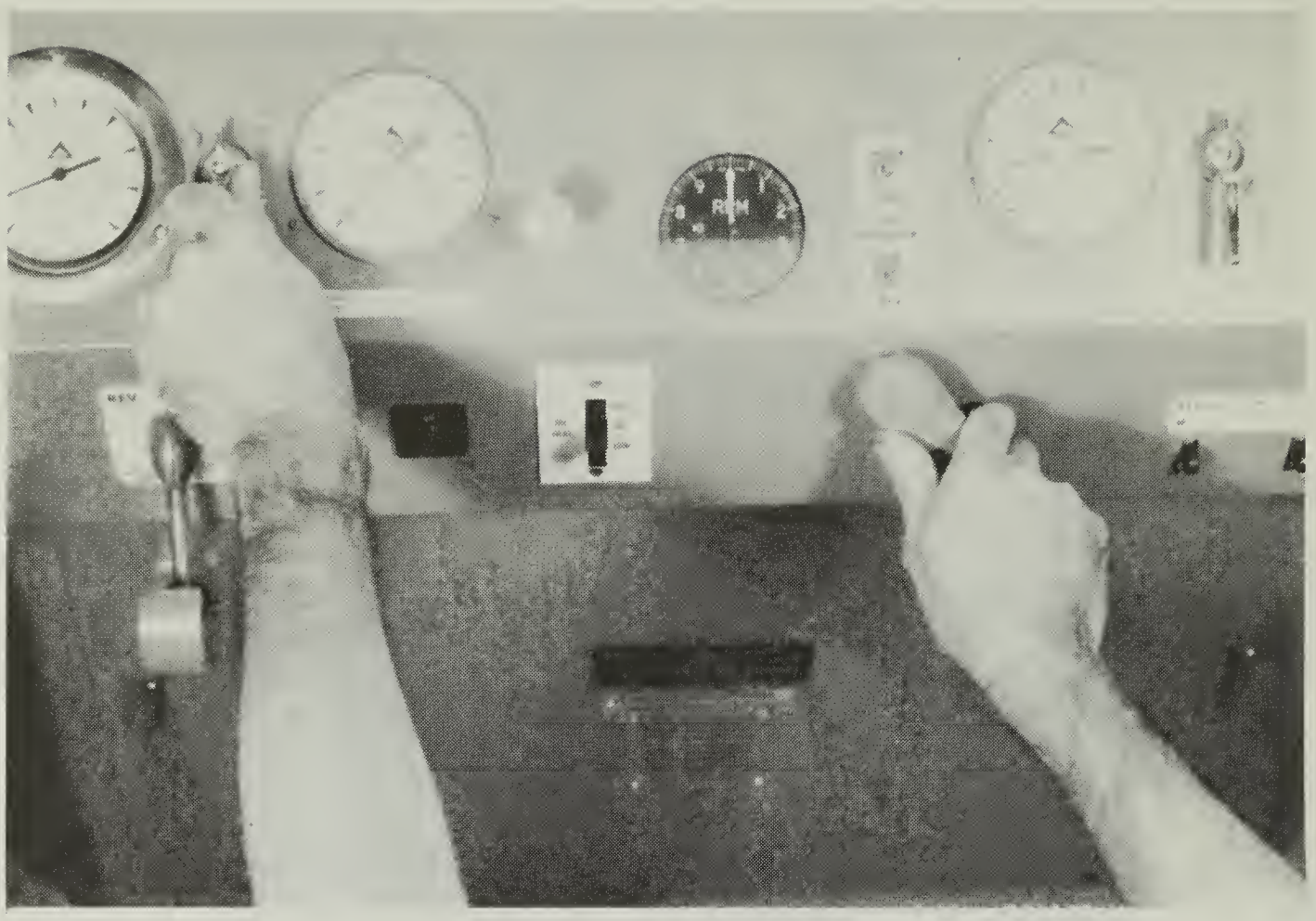
Complexity in automotive vehicles increases each year because of scientific discovery and new engineering. These changes are reflected not only in passenger vehicles, but also in trucks, buses and a variety of gasoline-powered equipment. This curriculum provides a basis for the student to compare and adapt to new techniques for servicing and repair as vehicles are changed year by year.

Automobile mechanics maintain and repair mechanical, electrical, and body parts of passenger cars, trucks, and buses. In some communities and rural areas they also may service tractors or marine engines and other gasoline-powered equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine to proper operating condition. They use shop manuals and other technical publications.

AUTOMOTIVE

		Course Title	*Quarter Hours Credit*
FIRST QUARTER			
AUTO	121	Automotive Engines	7
MA	120	Fundamentals of Mathematics	5
ENG	101	Reading Improvement	2
PHY	104	Applied Physics I	2
			16
SECOND QUARTER			
AUTO	122	Automotive Electronic and Fuel Systems	7
PHY	105	Applied Physics II	2
ENG	102	Communicative Skills	2
DD	121	Blueprint Reading	3
			14
THIRD QUARTER			
AUTO	123	Auto Chassis and Suspension	7
AHR	101	Auto Air Conditioning	3
SOC	101	Human Relations	2
PHY	106	Applied Physics III	2
MECH	112	Welding	1 (3)
			15
FOURTH QUARTER			
AUTO	124	Auto Power Train Systems	6
SOC	103	Management Procedures	3
AUTO	125	Auto Servicing	6
			15
ELECTIVES			
AUTO	126G	Auto Testing Equipment	7
AUTO	128G	Advanced Power Train Systems	4
AUTO	129G	Service Management Techniques	3

Spring 9th 1967
DSG-SP Diesel Engines 9



POWER MECHANICS—DIESEL

H. Earl Hardison, *Department Head*

Diesel mechanics keep bulldozers, tractors, and other diesel-powered equipment that is widely used on highways, on farms, and in industry in good operating order. Many diesel mechanics specialize in maintenance and repair of diesel equipment; others specialize in rebuilding engines. Those who do maintenance and repair work perform the periodic cleaning, adjusting, and tuneups that are necessary for efficient operation of diesel engines. Mechanics who specialize in rebuilding diesel engines that have been operated for many hours or miles, take the entire engine apart, examine all of the parts for defects, and repair or replace defective parts. They then reassemble and adjust the engine.

Diesel mechanics are taught proper use of handtools such as pliers, wrenches, and screwdrivers in their work. In addition, they are trained to use complex electronic testing equipment such as the dynamometer, which measures engine power, and mechanical lifting devices such as hoists. They are also taught to use machine tools such as grinders, drills, and lathes to make replacement parts for diesel-powered equipment.

An increasing number of diesel mechanics will be needed in the 1960's to maintain and repair the growing number of diesel engines used in American industry and commerce and on the roads and farms of the country.

The use of diesel engines to power farm and construction machinery, electric generators, trucks, buses, trains, automobiles and ships has been increasing. Many job openings in this field will be filled by mechanics who have had advanced training in diesel mechanics.

DIESEL

		Course Title	*Quarter Hours Credit*
FIRST QUARTER			
AUTO	121	Automotive Engines	7
MA	120	Fundamentals of Mathematics	5
ENG	101	Reading Improvement	2
PHY	104	Applied Physics I	2
			16
SECOND QUARTER			
AUTO	122	Automotive Electrical and Fuel Systems	7
PHY	105	Applied Physics II	2
ENG	102	Communication Skills	2
DD	121	Blueprint Reading	3
			14
THIRD QUARTER			
AUTO	123	Automotive Chassis and Suspensions	7
DS	141G	Diesel Engine	3
SOC	101	Human Relations	2
MECH	112	Welding	1 (3)
PHY	106	Applied Physics III	2
			15
FOURTH QUARTER			
AUTO	124	Automotive Power Train Systems	6
DS	142G	Diesel Engine Components	3
AUTO	125	Automotive Servicing	6
			15
FIFTH QUARTER			
DS	143G	Fundamentals of Diesel Engine Work	5
DS	144G	Diesel Engine Maintenance and Repair	11
SOC	103	Management Procedures	3
AHR	101	Automotive Air Conditioning	3
			22

POWER MECHANICS—SERVICE STATION

H. Earl Hardison, *Department Head*

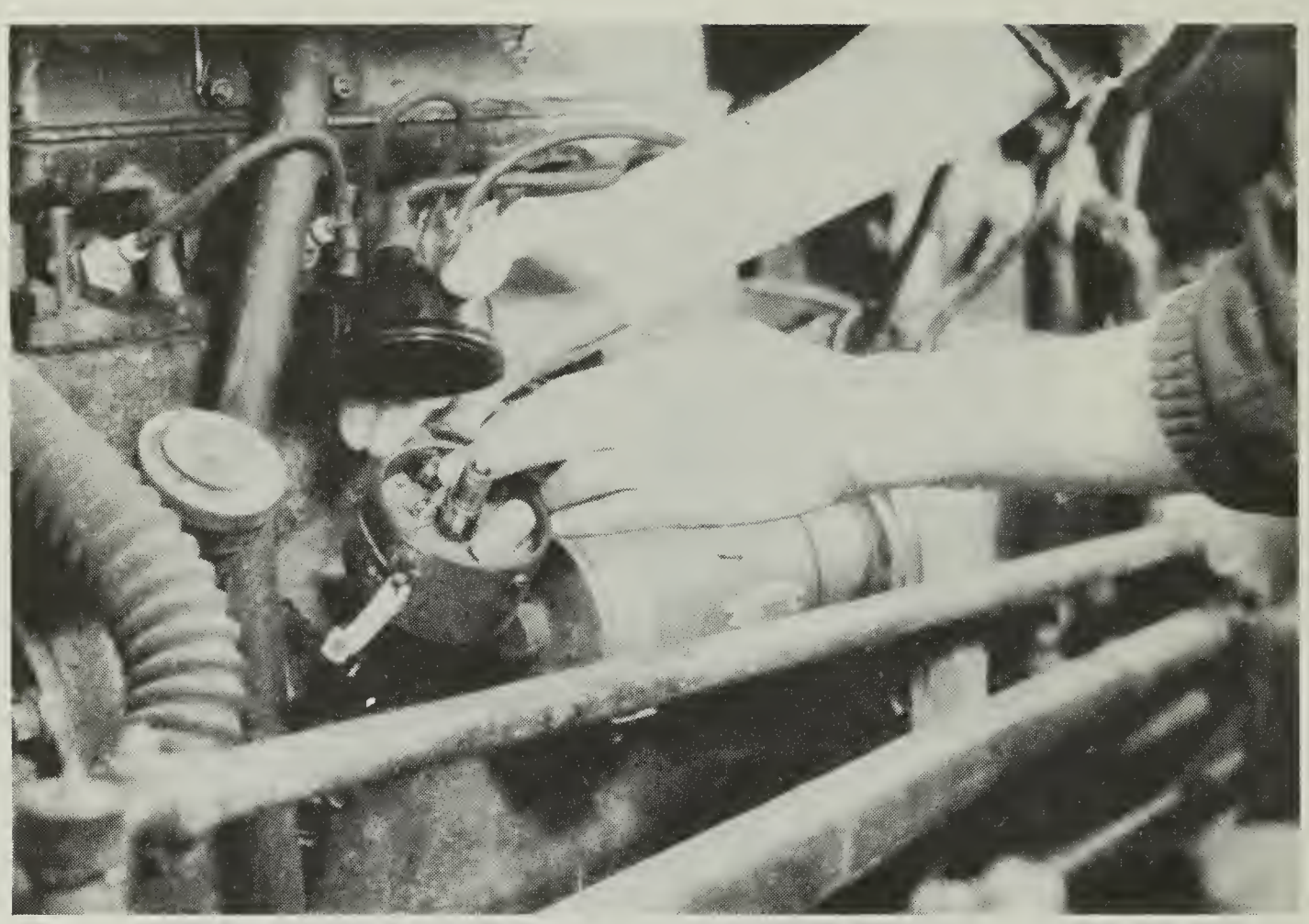
This curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair or adjust automotive vehicles. Manual skills are developed in practical shop work. Thorough understanding of the operating principles involved in modern automobiles comes in class assignments, discussion and shop practice.

Complexity in automotive vehicles increases each year because of scientific discovery and new engineering. These changes are reflected not only in passenger vehicles, but also in trucks, buses and a variety of gasoline-powered equipment. This curriculum provides a basis for the student to compare and adapt to new techniques for servicing and repair as vehicles are changed year by year.

The Automotive Service Station Mechanic performs repairs and tune-up of motor vehicles, makes repairs to cooling, brake and suspension systems; using the latest type test equipment available.

POWER MECHANICS—SERVICE STATION

		Course Title	*Quarter Hours Credit*
FIRST QUARTER			
AUTO	121	Automotive Engines	7
MA	120	Fundamentals of Mathematics	5
ENG	102	Communicative Skills	2
PHY	104	Applied Physics I	2
DD	121	Blueprint Reading	3
SOC	103	Management Procedures	3
			18
SECOND QUARTER			
AUTO	122	Automotive Electrical and Fuel Systems	7
AUTO	123	Automotive Chassis and Suspensions	7
PHY	105	Applied Physics II	2
			16



POWER MECHANICS—TRACTOR

H. Earl Hardison, *Department Head*

The history of the development and introduction of farm machinery is largely the history of what we call "modern civilization". The introduction of tools to cultivate the soil and lighten the labor of the farmer was immediately reflected in an improvement of the standard of living. The major factor in this growth and development has been the replacement of horsepower by power developed from gasoline and electricity.

As agriculture has become mechanized the need for trained specialists has increased. The hoe and scythe or the horse-drawn plow and rake required little repair or service that could not be provided on the farm. Modern machinery, however, is complicated and intricate and its general adoption and widespread use have created new areas of business opportunity.

This program is organized to provide a broad training to permit entrance into the field best suited to the interest and aptitude of the graduate. Emphasis is placed on the basic fundamental theory and related laboratory and shop techniques with specialization to be developed later in employment.

Graduates of this program can quickly adapt themselves for employment in the areas of sales, service, distribution, installation and maintenance. They may estimate cost and plan equipment installations or provide the service that must be done, not in the factory, but in the field, and done by personnel who thoroughly understand the problems of the farmer-purchaser.

TRACTOR

		Course Title	*Quarter Hours Credit*
FIRST QUARTER			
AG	110	Farm Machinery Engines	7
MA	120	Fundamentals of Mathematics	5
ENG	101	Reading Improvement	2
PHY	104	Applied Physics I	2
			16
SECOND QUARTER			
AG	111	Farm Machinery Electrical Systems	7
DD	121	Blueprint Reading	3
ENG	102	Communication Skills	2
PHY	105	Applied Physics II	2
WELD	121	Welding	2
			16
THIRD QUARTER			
AG	112	Farm Machinery Fuels and Fuel Systems	5
AG	113	Farm Machinery Hydraulics	7
PHY	106	Applied Physics III	2
			14
			16
FOURTH QUARTER			
AG	114	Farm Machinery Power Train Systems	4
AG	115	Farm Machinery Suspension Systems	3
AG	116	Farm Machinery Service	4
SOC	101	Human Relations	2
SOC	103	Management Procedures	3
			16
ELECTIVES			
DS	143G	Fundamentals of Diesel Engine Work	5
DS	144G	Diesel Engine Maintenance and Repair	11
DS	141G	Diesel Engine Description and Principles	3
DS	142G	Diesel Engine Components	3

PRACTICAL NURSING

Mrs. Jean W. Boykin, *Department Head*

The Licensed Practical Nurse is one who is prepared to meet the daily needs of the patient whose condition is relatively stable and to assist the Registered Nurse and/or Physician to meet the daily needs of the patient whose condition is unstable or complex.

Practical Nursing is an attractive, well paid, dignified career offering opportunity for service. Positions for the graduate licensed practical nurse far exceed the number of qualified persons available to fill them.

Work opportunities are not limited. Graduates may secure employment in hospitals, clinics, physicians' offices and convalescent homes. They are also eligible to take the Federal Civil Service Examination which entitles them to seek employment in government hospitals.

Established in 1950, the Goldsboro Program of Practical Nurse Education is a department of the Wayne Technical Institute. It is administered under the supervision of the Technical Institute and is affiliated at the Wayne County Memorial Hospital where the students receive their clinical practice. The primary purpose of this program is to provide education and training opportunity to interested and qualified persons who seek to become Licensed Practical Nurses.

PRACTICAL NURSING

		Course Title	*Quarter Hours Credit*
FIRST QUARTER			
PN	100	Vocational Adjustments I	2
PN	101	Anatomy	3
PN	102	Health	3
PN	103	Nursing Skills I	11
			19
SECOND QUARTER			
PN	104	Nursing Skills II	5
PN	105	Common Drugs	2
PN	106	Nutrition	3 (2)
PN	107	Medical-Surgical Nursing I	7
			17
THIRD QUARTER			
PN	108	Medical-Surgical Nursing II	5
PN	109	Nursing of Mothers	9
PN	110	Nursing of Children I	5
			19
FOURTH QUARTER			
PN	111	Nursing of Children II	5
PN	112	Medical-Surgical Nursing III	11 (13)
PN	113	Vocational Adjustments II	2 (4)
			18

BUSINESS ADMINISTRATION—SECRETARIAL SCIENCE

Dixon S. Hall, *Department Head*

The Wayne Technical Institute expects to offer this two year secretarial program beginning in the Fall Quarter of 1964.

Secretaries, in addition to steneographic duties, usually a variety of business details on their own initiative. For example, they may acknowledge correspondence, schedule appointments and meetings, and obtain different kinds of information. Many serve as representatives of their employers, relieving them of numerous routine duties and the supervision of clerical personnel. They often handle correspondence and records of a private or confidential nature.

The degree of responsibility a secretary has depends largely on the position her employer holds. Private secretaries usually work for key executives or for professional persons and may have more varied work assignments than secretary-stenographers and junior secretaries. Secretaries who advance to the rank of executive secretary act as administrative assistants to top executives and often are given authority for making certain decisions, for planning office routine, and for public relations work.

COURSE DESCRIPTIONS

AGRICULTURE (AG)

AG 110 Farm Machinery Engines

An introduction to farm machinery. Tractor and other farm machinery engines maintenance including: shop procedures, safety, repair tools, tune-up and engine tseting equipment. Study of the construction and operation of components of farm equipment engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems; proper lubrications; and methods of testing, diagnosing and repairing. Prerequisite: None. Credit 7

AG 111 Farm Machinery Electrical Systems

Intensive training in components and operation of tractor electrical systems. Fundamentals of electricity and magnetism and their application to tractor engine electrical systems; batteries, ignition systems, cranking motors, generators and regulators. Prerequisite: AG 110. Credit 7

AG 112 Farm Machinery Fuels and Fuel Systems

A thorough study of fuels and fuel systems of gasoline and diesel tractors. Characteristics of fuels, principles and fundamentals of combustion, carburetion, fuel injection, and engine speed governing. Prerequisite: AG 110. Credit 5

AG 113 Farm Machinery Hydraulics

A concentrated investigation of tractor hydraulic systems consisting of hydraulic principles and components of various hydraulic systems. Hydrostatics, basic circuits, fluids, hydrodynamics and automatic draft control. Identification of trouble, servicing. and repair. Prerequisite: AG 110. Credit 7

AG 114 Farm Machinery Power Train Systems

Principles and functions of tractor power train systems: clutches, bearings, shafts, and cases, gears and gear trains, differentials, final drives, and planetary systems. Prerequisite: AG 110. Credit 4

AG 115 Farm Machinery Suspensions and Implements

Principles and functions of the components of tractor suspensions. Practical instructions in adjustment and repair of suspension, steering, braking, and hitching systems.

Assembly, adjustment, operation, maintenance and repair of tractor-drawn and mounted equipment. Students will receive instruction in principles of operation and diagnosis and correction of troubles in tillage, planting and seeding, pest control and harvesting equipment. Prerequisite: AG 110. Credit 3

AG 116 Farm Machinery Service and Repair

Opportunity for the student to practice principles and techniques learned in previous courses by means of service and repair work that can be made

available. A close simulation to an actual farm machinery shop situation will be maintained, and effort will be made to give the student a full range of testing and servicing experience under both shop and field conditions. Prerequisite: AG 110. Credit 4

AG 308 Pesticide Application

A study of the correct application of pesticides. Economics of custom application; equipment, precautions, and legal aspects of application. Prerequisites: AG 390, AG 456.

AG 310 Introduction to Agricultural Economics

An introduction to economics, the functions of the economic system and agriculture's role in the economy. A review of the functions of the manager and an introduction to the principles he uses in making decisions to adjust to changing conditions. Analysis of the main sources of change which affect agricultural firms. Prerequisite: None. Credit 6

AG 312 Agricultural Marketing

An analysis of the functions of marketing in the economy and a survey of the problems marketing faces. A review of the market structure and the relationship of local, terminal, wholesale, retail and foreign markets. Problems in the operations of marketing firms including buying and selling, processing, standardization and grading, risk taking and storage, financing, efficiency, and cooperation. Discussion of procedures of marketing such commodities as grain, cotton, livestock and tobacco. Prerequisite: AG 310. Credit 6

AG 314 Farm Business Management

A review of the functions of the manager of a business firm and the problems he faces. Development of the concept of planning by both partial and complete budgeting. Review of the concepts of costs and the length of run in production. Practice in preparing enterprise budgets as an aid in choosing what to produce. Use of partial budgeting to find the least cost production procedure. Analysis of production data to select the level of production that yields the most net revenue. Relationship between size, efficiency and income of a farm. Review of procedures for evaluating the efficiency of the manager. Prerequisite: AG 310. Credit 7

AG 316 Agricultural Finance

Analysis of the capital structure of modern commercial agriculture with emphasis on the sources of credit. Application of management principles in choosing the amount and kind of credit a farmer should use. A review of lending institutions, repayment schedules, and credit instruments. Practice in the procedure of evaluating farm resources with attention to information needed for resource valuation, appraisal forms and procedures, discounting and depreciation. A review of the historical development of credit programs and institutions in the United States. Prerequisite: AG 310. Credit 6

AG 318 Farm Records and Taxes

An introduction to the basic principles involved in keeping accurate and useful farm and other agricultural business records. Practice in the use of single-entry and double-entry accounts with emphasis on their use in making profitable decisions. A review of tax regulations and procedures emphasizing the usefulness of records in preparing tax returns. Prerequisite: AG 310. Credit 4

AG 318 Farm Records and Taxes

An introduction to the basic principles involved in keeping accurate and useful farm and other agricultural business records. Practice in the use of single-entry and double-entry accounts with emphasis on their use in making profitable decisions. A review of tax regulations and procedures emphasizing the usefulness of records in preparing tax returns. Prerequisite: AG 310. Credit 4

AG 322 Agricultural Prices

An introduction to the functions of prices in our economic system and the effects of changing price levels. The influence consumer demand has on prices through price and income elasticities. A review of the influences of cycles and timing of production, with an examination of the use of future commodity contracts. Application of the principles of price analysis to price control and parity programs. Familiarization with the various tools widely used in historical analysis and forecasting. Prerequisite: AG 310. Credit 4

AG 326 Agricultural Programs and Agencies

A review of the public agriculture programs and agencies that provide services for agricultural producers. The objectives, organization, functions, and services of these organizations. Prerequisite: AG 310. Credit 4

AG 330 Agricultural Diesels I

Basic agricultural diesel engine principles, engine structure study, relatoinship of parts, exhaust systems, and thermodynamics of combustion. A study of all diesel engines with emphasis on farm diesels. Prerequisites: AG 356, AG 358, AG 360. Credit 5

AG 332 Agricultural Diesels II

Disassembly and reassembly of laboratory engines. Inspection, diagnosis, repair and final assembly of these engines. Run-in on a dynamometer. Includes a study of diesel fuel systems. Prerequisite: AG 330. Credit 4

AG 336 Farm Electrification

A study of the basic principles and systems used in farm electrification. Application to agricultural production. Emphasis is an equipment for controlling the utilization of electricity. Prerequisite: None. Credit 4

AG 338 Farm Machinery I

The proper selection, field operation, maintenance and repair of basic farm machinery such as plows, cultivators, disks, harrows and other simple farm implements that have few, if any, moving parts. Emphasis is on peak efficiency of use of this basic equipment and involves work on equipment in the field. Includes principles of mechanics, construction, moving parts and motoring devices. Such equipment might include fertilizer drills, seed drills, dusters, and sprayers. Prerequisite: None. Credit 4

AG 340 Farm Machinery II

Care, repair, and selection of larger units of farm equipment. Operation principles of the power units of self-propelled and tractor-drawn equipment would be studied in the classroom and the field. Such equipment as combines, balers, peanut harvesters and farm irrigation systems will be included. Prerequisite: AG 338. Credit 4

AG 342 Farm Mechanization

A study of farm machinery management and labor-saving devices. The economics of selection and operation of farm machinery. Study and evaluation of feed grinders and mixers, storage facilities, materials handling systems and other labor-saving devices. Prerequisite: None. Credit 4

AG 352 Shop Foremanship

Problems involved in the operation of a shop. Time studies, flat-rate basis for work done, and shop problem areas will be studied. Prerequisite: None. Credit 3

AG 356 Tractor Engines I

Tractor engine fundamentals. Principles of engine operation, including horsepower calculations, efficiency, combustion theory, types of engines, cylinder and valve arrangements, lubrication, fuel, and cooling systems. Laboratory work consisting of demonstrations, disassembly, inspection and reassembly of various engines. Prerequisite: None. Credit 5

AG 358 Tractor Engines II

The student develops his ability in disassembling, checking and rebuilding live laboratory engines. Use of engine overhaul tools and equipment is demonstrated and students become proficient in their use and application. Prerequisite: AG 356.

AG 360 Tractor Engines III

Theoretical and practical study in correlating previous instruction by putting into practice engine operation, tuning and adjusting, including trouble shooting with the latest diagnostic equipment. Prerequisites: AG 356, AG 358. Credit 5

AG 362 Tractor Systems

A comprehensive study of the present-day automatic transmission, braking and steering systems which are found on tractors. Prerequisites: AG 356, AG 358. Credit 4

AG 364 Techniques of Welding

Principles of oxyacetylene and electrical welding, cutting and brazing. Prinicples, procedures, safety precautions and experience in using oxyacetylene and arc equipment. Projects are assigned to develop skill in the use of equipment. Includes the study of metals, rods, gases and special electric welding machinery. Prerequisite: None. Credit 3

AG 370 Animal Science

Basic principles of zoology and genetics as related to farm animals. The scientific study of all commercially important classes of farm animals. Prerequisite: None. Credit 6

AG 374 Dairy and Beef Production

A study of the principles of selection, breeding, feeding, care and management of dairy and beef cattle. Prerequisite: AG 370. Credit 6

AG 380 Livestock Diseases and Parasites

A course dealing with the common diseases and parasites of livestock; sanitation practices and procedures with emphasis on the cause, damage, symptoms, prevention and treatment of parasites and diseases; and management factors relating to disease and parasite pervention and control. Prerequisite: AG 370. Credit 3

AG 388 Swine and Sheep Production

Development of the swine and sheep production and marketing industries; principles and practices of selection, breeding, feeding, housing and management of swine and sheep. Prerequisite: AG 370. Credit 6

AG 390 Entomology

A study of the major insects of the area, their identification, harmful effects, and life history. Prerequisite: None. Credit 3

AG 392 Crop Insects

A study of common local crop pests, their economic importance, identification, life cycle and host. Prerequisite: AG 390. Credit 4

AG 394 Garden, Fruit and Household Pests

Recognition, life history, and control of common garden, fruit and household pests. Prerequisite: AG 390. Credit 6

AG 420 Plant Science

An introductory general botany and crop science course covering the fundamental principles of the reproduction, growth, functions, and development of seed bearing plants with application to certain commercially important plants in North Carolina. Prerequisite: None. Credit 6

AG 428 Weed Identification and Control

A study of the identification and control of the annual and perennial weeds of economic importance in North Carolina. Prerequisite: None. Credit 5

AG 456 Plant Pathology

A course dealing with the nature and symptoms of diseases in plants; the characteristics of plant disease, casual agents, cause, identification and control of the major plant diseases of the area. Prerequisite: AG 429. Credit 4

AG 460 General Poultry Science

An introduction to the science of poultry production. The major phases of the study include the history of the poultry industry; the anatomy and physiology of the chicken; the breeds and varieties; the breeding principles; the principles of incubation, brooding, rearing, feeding, housing, and management; marketing poultry products; and the science of disease and parasite prevention and control. Prerequisite: None. Credit 6

AG 462 Poultry Housing and Equipment

An analysis of the principles of poultry housing and ventilation. The use of automatic ventilation equipment and popular brooding equipment.

Automatic feeding and watering system. Egg washing equipment. High-density brooding and laying houses. Automatic egg collectors. Feed mixing equipment. Hatchery equipment and management. Prerequisite: AG 460. Credit 4

AG 464 Poultry Enterprise

A review of the growth of the various poultry enterprises, including market eggs, hatching eggs, and broiler production; marketing procedures; determining and controlling costs of production; choosing breeds and determining flock size, feeding systems, conversion ratios, labor efficiency, and other management factors. Prerequisite: AG 460. Credit 6

AG 466 Marketing Poultry Products

A summary of the latest processing and marketing methods for poultry products. Grading, processing, packing, storing, and marketing shell eggs. The egg products industry. Processing, grading, packing and merchandising poultry meat. Prices and market information. Promotion and advertising of poultry products. Egg and poultry legislation. Prerequisite: AG 460. Credit 4

AG 468 Poultry Health

The principles and practices of poultry disease and parasite prevention and control. The mortality problem and the nature of disease. The types of organisms causing poultry diseases. The methods of disease prevention and control. Nutritional disorders and miscellaneous conditions. The major poultry diseases. Prevention and control of internal and external parasites. Controlling flock mortality. Prerequisite: AG 460. Credit 4

AG 490 Soil Science

Soil types; basic principles of efficient management of soils and the growing of crops; care and cultivation of the soil, fertilization and conservation of soil fertility. Prerequisite: None. Credit 5

AG 492 Fertilizers and Lime

A review of the source, function, and use of the major and minor plant food elements; commercial fertilizer; ingredients; soil acidity, liming materials; application of fertilizer and liming materials. Prerequisite: None. Credit 4

AG 502 Agricultural Business Practicum

Supervised learning experiences—learning experiences related to the instruction that require development beyond normal school hours and facilities—organized cooperatively, between the school administration and tical experience under the supervision of agricultural businessmen and selected agricultural industries or businesses. The student will gain practical school personnel in an agricultural enterprise. Oral and written reports, field problems, and group discussions will be included. Prerequisite: None. Credit 6

AG 506 Agricultural Chemical Practicum

Supervised learning experiences—learning experiences related to the instruction that require development beyond normal school hours and facilities—organized cooperatively between the school administration and selected agricultural industries or businesses. The student will gain prac-

tical experience under the supervision of agricultural businessmen and school personnel in an agricultural enterprise. Oral and written reports, field problems, and group discussions will be included. Prerequisite: None. Credit 6

AG 510 Agricultural Equipment Practicum

Supervised learning experience—learning experiences related to the instruction that require development beyond normal school hours and facilities—organized cooperatively between the school administration and selected agricultural industries or businesses. The student will gain practical experience under the supervision of agricultural businessmen and school personnel in an agricultural enterprise. Oral and written reports, field programs, and group discussions will be included. Prerequisite: None. Credit 6

AG 514 Farm Business Management Practicum

Supervised learning experiences—learning experiences related to the instruction that reqiures development beyond normal school hours and facilities—organized cooperatively between the school administration and selected agricultural industries or businesses. The student will gain practical experience under the supervision of agricultural business men and school personnel in an agricultural enterprise. Oral and written reports, field problems, and group discussions will be included. Prerequisite: None. Credit 6

AG 518 Poultry and Livestocq Practicum

Supervised learning experiences—learning experiences related to the instruction that require development beyond normal school hours and facilities—organized cooperatively between the school administration and selected agricultural industries or businesses. The student will gain practical experience under the supervision of agricultural businessmen and school personnel in an agricultural enterprise. Oral and written reports, field problems, and group discussions will be included. Prerequisite: None Credit 6

AIR CONDITIONING AND HEATING

AHR 101 Automotive Air Conditioning

General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operation, and control; proper handling of refrigerants in charging the system. Prerequisite: PHY 105. Credit 3

AUTOMOTIVE

AUTO 121 Automotive Engines

Development of a thorough knowledge and ability in using, maintaining and storing the various hand tools and measuring devices needed in automotive repair work. Study of the construction and operation of components of automotive engines. Testing of engine performance; servicing and manitenance of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems; proper lubrication; and methods of testing, diagnosing and repairing. Prerequisite: None. Credit 7

AUTO 122 Automotive Electrical and Fuel Systems

A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, ignition, accessories and wiring; fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fues systems, special tools, and testing equipment for the fuel and electrical system. Prerequisite: AUTO 121. Credit 7

AUTO 123 Automotive Chassis and Suspensions

Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension, steering and braking systems. Units to be studied will be shock absorbers, springs, steering systems, steering linkage, front end, types and servicing of brakes. Prerequisite: AUTO 122. Credit 7

AUTO 124 Automotive Power Train Systems

Principles and functions of automotive power train systems: clutches, transmission gears, torque converters, drive shaft assemblies, rear axles and differentials. Identification of troubles, servicing, and repair. Prerequisites: PHY 105, PHY 106, AUTO 123. Credit 6

AUTO 125 Automotive Servicing

Emphasis is on the shop procedures necessary in determining the nature of troubles developed in the various component systems of the automobile. Troubleshooting of automotive systems, providing a full range of testing, adjusting, repairing and replacing experiences. Prerequisite: AUTO 123. Credit 6

AUTO 126G Automotive Testing Equipment

A comprehensive study of all automotive tseting equipment, as well as the correct procedures for its use in the automotive shop. The student will be expected to utilize information derived from the equipment to diagnose automotive problems. Prerequisite: AUTO 122. Credit 7

AUTO 128G Introduction to Power Trains

An introduction to automotive power trains, preparing the student for more comprehensive studies and specialization in future courses. Prerequisite: None. Credit 4

BUSINESS

BUS 305 Business Speech

Develops the ability to speak correctly, persuasively and with confidence in sales situations, training session, business conferences—small and large. Prerequisite: ENG 302. Credit 4

BUS 309 Buusiness Machines

A general survey of the business and office machines. Students will receive training in techniques, processes, operation and application of 10-key adding machine, full-keyboard adding machine, calculator, posting and account machines, card punch, and card verifier. Prerequisite: None. Credit 2

BUS 310 Written Sales Communications

Develops skills and techniques in writing business communications. Emphasis is placed on writing action—getting sales letters and prospectuses. Business reports, summaries of business conferences, spot announcements for radio and television as well as letters involving credit, collections. adjustments, complaints, orders, acknowledgements, remittances, and inquiry are also included in this course. Prerequisite: ENG 302 Credit 4

BUS 311 Business Mathematics

This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, insurance, taxes and other pertinent uses of mathematics in the field of business. Prerequisite: None. Credit 3

BUS 312 Marketing

A study of the marketing structure within the framework of the U.S. economic system. It includes the study of the movement of goods from producer to consumer through various channels of distribution, the functions of marketing, and the social and economic implications. Prerequisite: None. Credit 3

BUS 313 Occupational Orientation

Orients the students to the business world through basic research of business practices including a study of how and why certain company policies, rules and regulations are established. The student learns how to study and utilize library facilities in preparing various reports and analyses on such topics as: business etiquette, how to apply for a job, employee-employer relations. Prerequisite: None. Credit 3

BUS 314 Occupational Analysis

Provision for research centers around the study of functions performed in selected jobs in distribution. Students learn methods of job analysis and application of job analysis techniques. Self analysis of and by each student is made. Ultimate objective is to help the student determine his career objective. Prerequisite: BUS 313. Credit 3

BUS 315 Occupational Research

Selections in planning of a project related to the student's work experience as provided for in BUS 338 — **Work Experience and Project.** Prerequisite: BUS 314. Credit 3

BUS 316 Retailing

A study of the role of retailing in the economy including development of present retail structure, functions performed, principles governing effective operation and managerial problems resulting from current economic and social trends. Prerequisite: None. Credit 3

BUS 317 Sales Development

A study of retail, wholesale and specialty selling. Emphasis is placed upon mastering and applying the fundamentals of selling. Preparation for and execution of sales demonstrations required. Prerequisite: None. Credit 4

BUS 318 Business Law

Basic business laws including the law of contracts, negotiable instruments, agency, partnership, corporation, deed of conveyance, etc., will be covered. A primary objective of the course is to enable the student to know when to consult a professional lawyer. Prerequisite: None. Credit 5

BUS 319 Credit Procedures and Problems

Principles and practices in the extension of credit; collection procedures; laws pertaining to credit extension and collection are included. Prerequisite: None. Credit 3

BUS 320 Accounting

Principles, techniques and tools of accounting, for understanding of the mechanics of accounting—collecting, summarizing, analyzing, and reporting information about service and merchantile enterprises, to include practical application of the principles learned. Prerequisite: None. Credit 6

BUS 321 Accounting

Partnership and corporation accounting including a study of the payrolls, Federal and state taxes. Emphasis is placed on the recording, summarizing and interpreting data for management control, rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems. Prerequisite: BUS 320. Credit 6

BUS 322 Accounting

Thorough working knowledge of concepts used in preparation and interpretation of financial statements. Each item of the income statement and balance sheet is carefully analyzed. Prerequisite: BUS 321. Credit 6

BUS 323G Cost Accounting

The course includes topics in accounting for materials, labor and indirect costs; specific order cost accounting; process cost accounting, and standard cost accounting. Prerequisite: BUS 322. Credit 3

BUS 324G Federal Individual Income Tax Accounting

The course includes laws and regulations controlling the preparation and filing of individual tax returns. Rates and personal exemptions, gross income, gains and losses, dividends, deductions, standard deductions, withholding, inventory, and tax accounting are related topics studied. Prerequisite: BUS 322. Credit 3

BUS 326 Business Organization and Operation

A study of the legal structures of the varous types of business organizations, methods of financing, internal organization and management. Prerequisite: None. Credit 3

BUS 327 Advertising

The role of advertising a free economy and its place in the media of mass communications. A study of advertising appeals; product and market research; selection of media; means of testing effectiveness of advertising. Theory and practice of writing advertising copy for various media. Prerequisite: None. Credit 4

BUS 328 Business Insurance

Apresentation of the basic principles of risk insurance and their application. A survey of the various types of insurance is included. Prerequisite: None. Credit 3

BUS 329 Marketing Research

Acquaintance with sources of information and data pertaining to business and industry published by business, industry, governments and educational institutions. To teach the student how to interpret statistical charts and data. Prerequisite: None. Credit 3

BUS 330 Marketing Research

Familiarization with market research studies, objectives, how they are planned, conducted, reported and interpreted. Prerequisite: BUS 329. Credit 3

BUS 331 Marketing Research

The student receives experience in planning, conducting, reporting and interpreting an elementary market research study. He may work on an individual basis or as a member of a group. Prerequisite: BUS 330. Credit 3

BUS 332 Sales Promotion Management

The scope and activities of sales promotion with emphasis on the co-ordina tion of advertising, display, special events, and publicity. External and internal methods of promoting business; budgeting, planning, and implementing the plan. Prerequisite: BUS 327. Credit 4

BUS 333 Personnel Management

Principles of human relationships; selection of personnel by interviewing and testing; and training of personnel. Prerequisite: None. Credit 3

BUS 334 Transportation

Introduction to transportation media—their history and development. A practical consideration of the transportation problems in business. Prerequisite: None. Credit 3

BUS 335 Business Management

Principles of business management including a view of major functions of management such as planning, staffing, controlling, directing, and financing. Clarification of the decision-making function versus the operating function. Role of Management in business—qualifications and requirements. Prerequisite: None. Credit 3

BUS 336 Economics of Distribution

How our business system operates. The free enterprise philosophy is developed, followed by study of production, value and price, business cycles and other economic theories. Prerequisite: SOC 302. Credit 3

BUS 337 Wholesaling

The development of wholesaling; present day trends in the United States. A study of the functions of wholesaling. Prerequisite: None. Credit 3

BUS 338 Work Experience and Project

A minimum of 231 clock hours of related on-the-job work experience during the summer between the first and second school year. The employing firm and the type of work experience must be approved by the School. As a part of this course, the student will conduct and make a written report on a project related to his job training employment. The project must be of a practical nature. The project and grade for this course will be determined jointly by the student's employer and the administration. Prerequisite: BUS 315. Credit 7

BUS 340G Commercial Banking

A discussion of the operation of commercial banks. Topics include loan policy and control; management of liquidity reserves; investment policy and control; departmental organization; capital and earnings; and bank regulation. Prerequisite: BUS 322. Credit 3

BUS 341G Business Statistics

A study of statistical tables, rates, ratios, percentages, graphic representations, frequency distribution, measures of central tendency, measures of dispersion, analysis of time series, and simple correlation. Prerequisite: BUS 322, MATH 301. Credit 3

BUS 390G Rapid Writing

The purpose of this course is to enable a person to master shorthand in the shortest time, at the least expense, and at speeds necessary for government stenographers, secretaries, students and those who must attend business conferences and meetings without the luxury of a secretary. Credit 4

CHEMISTRY

CHEM 301 Chemistry

Study of the physical and chemical properties of substances; chemical changes; elements, compounds, gases, chemical combinations; weights and measurements; theory of metals; acids, bases, salts, solvents, solutions, and emulsions. In addition, study of carbohydrates; electrochemistry, electrolytes, and electrolysis in their application of chemistry to industry. Prerequisite: None. Credit 4

CHEM 302 Chemistry

Properties of acids, bases, salts, and solutions. Chemical and physical properties of selected inorganic elements are studied in detail. Fundamental topics in organic chemistry are introduced with emphasis on the aliphatic hydrocarbons. Laboratory work will consist of various inorganic preparations and familiarization with carbon compounds and organic solvents. Prerequisite: CHEM 301. Credit 5

CHEM 304 Chemistry

General principles and theories of organic chemistry; preparation and properties of aliphatic and aromatic compounds. Experimental study of the physical properties and chemical reactions of the common classes of organic compounds. Prerequisites: CHEM 301, CHEM 302. Credit 5

CHEM 305 Agricultural Chemistry and Chemicals

A study of agricultural chemical pesticides, their formulation, testing, and properties. Prerequisites: CHEM 301, CHEM 302, CHEM 304. Credit 5

DENTAL ASSISTING

DA 101 Dental Anatomy and Physiology

A lecture course to give the dental assistant a knowledge of the basic structures surrounding the teeth, formation of the deciduous and permanent teeth, basic anatomy of individual teeth and how to apply this anatomy to the caring of restorative patterns. Credit 2

DA 102 Bacteriology

To acquaint the dental assistant with the world of bacteriology, to show her how bacteriology and dental health are related, and to demonstrate techniques for successfully coping with the bacterialogical problems that arise in a dental office. Credit 1

DA 103 Oral Pathology

A study of the fundamental concepts of diseases and disease processes in the oral cavity in contrast to normal tissue response as seen in health. The more common diseases of both hard and soft tissues of the oral cavity will be discussed and illustrated with suitable slide material. Credit 1

DA 104 Introduction to Practice

This course presents the objectives, responsibilities, opportunities, and scope of service of the dental assistant in practice, including a consideration of the organizations associated with dentistry and dental assisting, terminology, and the ethics as well as laws governing the practice of dentistry. Credit 1

DA 105 Preclinical Orientation

This identifies and orients the various restorative and clinical areas of service, including operative dentistry, prosthodontics, crown and bridge prosthodontics, pedodontics, periodontics, endodontics, oral surgery and anesthesia. The procedures for various operations involving instrumentation and materials, are presented in lectures and demonstrations. The student will practice the procedures, including the use of materials and instruments, as it applies to dental assisting. Credit 7

DA 106 Preclinical Orientation II

Continuation of DA 105. Credit 3

DA 107 Advanced Clinical Orientation

Continuation of DA 105 and 106. Credit 4

DA 109 Clinical Practice II

Continuation of DA 108, including the admission of patients and keeping of records. Credit 13

DA 110 Pharmacology—Diet and Nutrition

The first phase of the course deals with the common drugs and medicaments used in the denttal office, their indiciations, dosage, methods of administration and storage. The second phase is designed to give a working knowledge of nutrition as it applies to everyday diets. Credit 1

DA 111 Dental Materials

The dental assistant learns through lectures and laboratory exercises to identify dental materials and evaluate their quality, to master the manipulation of various dental materials and to learn the problems encountered in storage of various dental materials. Credit 7

DA 112 Gross Anatomy and Physiology

To familiarize the student with the general anatomy of the body, the basic concepts of the normal functions of body systems and the normal physiology of various tissues in order that the requirements for maintaining an optimal general health might be better understood. Credit 1

DA 113 Personal Hygiene and Conduct

To give an understanding and practical application of personal hygiene and professional conduct, as related to the auxiliary personnel of the dental profession. Credit 1

DA 114 First Aid

First aid is necessary in all emergencies. The student learns to think and act quickly and clearly, and to institute immediate and/or temporary care in the event of emergencies. She learns the dental aspect of general first aid measures. Credit 1

DA 115 Sterilization

A lecture and laboratory course to acquaint the dental assistant with the problems, materials, instruments and techniques employed in a general dental practice. Credit 1

DA 116 Equipment Care

The maintenance and care of dental equipment and instruments, as it applies to the dental assistant, will be covered. The latter procedures include the sharpening of instruments. Credit 1

DA 117 Roentgenology

The danger of X-rays and the handling of X-ray material is learned by the student so she can make intro-oral roetgenograms, process (develop), mount and file them so she may perform such duties for the dentist. Credit 2.

DA 118 Supplies

Identification and study of supplies, materials, and records will be made. The procedures for ordering payment, and storage of supplies are covered. Credit 1

DA 119 Patient Management

A study will be made of applied psychology as related to the child and adult patient. Procedures involving patients and others in the reception room, operatory and business office will be covered. Credit 1

DA 120 Records

Patient, clinical and financial records, as well as various office records, are covered. The charting of patients' dental conditions and needs will be practiced, as well as the filing of all records. Credit 3

DA 121 Final Examination

A final examination, both written and manipulative, is given to all students. This covers methods and procedures learned during the entire training period. Credit 2

DIESEL

DS 141G Diesel Engine Description and Principles

A general description of diesel engines, their characteristics, classification, cylinder arrangement and engine designation. The principle of operation, including timing, compression, combustion, scavenging, supercharging, piston speed and speed factors. Prerequisites: AUTO 121, AUTO 122. Credit 3

DS 142G Diesel Engine Components

The student will become familiar with and learn to identify each engine part by sight, and should learn their correct names and their particular functions. Prerequisite: DS 141. Credit 3

DS 143G Fundamentals of Diesel Engine Work

Theoretical knowledge of diesel fuels, fuel systems, lubrication, lubrication systems, cooling systems, air intake systems, starting and reversing methods, vibration and balancing. Prerequisites: DS 141, DS 142. Credit 5

DS 144G Diesel Engine Maintenance and Repairs

The student will dissassemble and assemble the complete engine, start and operate the engine, make adjustments, and tests while engine is in operation. Prerequisites: DS 141G, DS 142G. Credit 11

DRAFTING AND DESIGN (DD)

DD 121 Blueprint Reading

Interpretation and reading of blueprints. Development of ability to read and interpret blueprints, charts, instruction and service manuals and wiring diagrams. nformation on the basic principles of lines, views, dimensioning procedures, and notes. Prerequisite: None. Credit 3

DD 301 Technical Drafting

Introduction to drafting and design practices and principles. Attainment of basic skills and techniques of drafting: use of drafting equipment; lettering; freehand orthographic and pictorial sketching; geometric construction, orthographic instrument drawing of principal views ;and standards and practices of dimensioning and noting. Methods of reproducing, filing, an storing drawings are studied and the student is introduced to "working drawings". Prerequisite: None. Credit 4

DD 302 Technical Drafting

The application of orthographic projection principles to the more complex drafting problems, primary and secondary auxiliary views, simple and successive revolutions, and sections and conventions will be studied. The introduction of the graphical analysis of space problems involving points, lines, planes, and a combination of these elements. Precision and limit dimensioning practices. Prerequisite: DD 301. Credit 4

DD 303 Technical Drafting

Intersection and developments and their practical solutions. Where applicable, model solutions accompany the problems. The various techniques employed to produce and render isometric and oblique drawings, isometric, dimetric and trimetric projections, will be included. Prerequisite: DD 302. Credit 4

DD 304 Technical Drafting

Applications and constructions of charts, graphs, and nomographs in engineering and technical data. Screw threads, springs, keys, rivets, piping, and welding symbols, methods of representing and specifying will be covered. Basic mechanisms of motion transfer, gears and cams, will be studied and drawn with emphasis on methods of specifying, calculating, dimensions and delineating. Prerequisite: DD 303. Credit 4

DD 305 Design Drafting I

Basic design is introduced in the study of motion transfer mechanisms as they relate to power trains. Principles of design sketching, design drawing, layout drafting, detailing from layouts, production drawings and simplified drafting practices constitute areas of study. Types and methods of specifying materials and workmanship are an integral part of the course. Prerequisites: DD 304, MA 302, PHY 303. Credit 4

DD 306 Design Drafting II

Research to solve a problem in design by consulting various manuals, periodicals, and through laboratory experiments. A written technical report, preliminary design sketches, layout drawings, detail drawings, assembly and sub-assembly drawings, pictorial drawings, exploded pictorial assembly, patent drawings and specifications are required as a part of the problem. Prerequisites: DD 305, DD 310. Credit 6

DD 307 General Drafting

An introductory course in drafting for students needing a knowledge of drawing principles and practices for reading asd describing objects in the graphic language. The student is expected to gain basic skills in drawing with instruments, lettering, geometrical constructions, free hand sketching, and describing objects orthographically with principal views. Freehand sketching and orthographic reading are to be emphasized. Prerequisite: None. Credit 3

DD 308 General Drafting

The student continues the study of orthographic projection with applications to orthographic instrument drawing. Dimensioning procedures and practices are emphasized and the student is introduced to the "working drawing". Methods of describing complex objects with auxiliary views and/or sections and conventions are taught. Prerequisite: DD 307. Credit 3

DD 310 Descriptive Geometry

Graphic analysis of space problems involving points, lines, planes, connectors, and a combination of these. Practical design problems will be stressed with analytical vertification where applicable. Visualization shall be stressed on every problem. Prerequisites: DD 302, MA 302. Credit 4

DD 311 Mechanisms

Mathematical and drafting room solutions of problems involving the principles of machine elements. Study of motions of linkages, velocities and acceleration of points within link mechanism; layout methods for designing cams, belts, pulleys, gears and gear trains. Prerequisites: DD 304, MA 303, PHY 302. Credit 4

DD 312 Jig and Fixture Design

Commercial standards, principles, practices and tools of jig and fixture design. Individual project and design work to acquaint students with the types of jigs and fixtures and their design. Prerequisites: DD 305, DD 311. Credit 4

ELECTRICITY

ELEC 310 Didect Current Electricity

Basic electricity subjects include: structure of matter, electrical terminology and symbols, electron theory of current flow, magnets and magnetic fields. Rigorous mathematical analysis of direct current resistive curcuits. Ohm's Law, Kirkchoff's Laws, Thevenin's Theorem, the Superposition Principle and loop current method. Solution of complex resistive networks. Fundamental principles of inductors, capacitors, and time constants circuits are introduced. Prerequisite: None. Credit 8

ELEC 311 Alternating Current Electricity

Alternating current and voltage: alternating current theory. Mathematical analysis is made of both sine and non-sine wave forms. Inductive reactance, capacitive reactance, and impedance characteristics of alternating current circuits are investigated. The use of vector and complex numbers in circuit impedence. Series and parallel resonant circuit conditions are compared and practical application of these conditions explained. Prerequisites: ELEC 310, MA 301, PHY 301. Credit 8

ELECTRONICS

ELN 300 Introduction to Electricity and Electrical Measurements

The course is an introduction to electricity, non-mathematical approach, with emphasis on electrical units, color code, use of basic laboratory instruments. **No circuit solving.**

ELN 312 Electronics I

A treatment of electron tubes, semi-conductors and their associated circuitry; thermionic emission; diode, triode, tetrode and pentode characteristics. Theory of semi-conductor diode and transistor operation is studied in detail. Application of vacuum tubes and semi-conductors in power supplies, voltage amplifiers, power amplifiers, and the advantages and disadvantages of each considered. Prerequisites: ELEC 310, MA 301 PHY 301. Credit 9

ELN 313 Electronics II

Design and analysis of vacuum tube and transistor oscillators, radio frequency analysis and intermediate frequency amplifiers. Frequency response, stage gain, distortion, noise characteristics and frequency stability will be explored. Prerequisites: ELN 312, MA 303. Credit 12

ELN 316 Transistor Applications

Transistor circuitry and design problems. Junction diodes, transistor triodes, tunnel and zener diodes with associated circuitry. Temperature variation, transit time, and frequency response are studied in detail. Prerequisites: ELN 313, MA 304. Credit 7

ELN 317 Communications and Ultra High Frequency

Application of previously studied circuits to the broad field of communications and ultra high frequency. Amplitude and frequency modulated transmitters, receivers, wave guides, cavity resonators, klystron, magnetron and traveling wave tubes are discussed. Prerequisite: ELN 313. Credit 4

ELN 318 Special Circuitry

The design and analysis of special circuitry: wave shaping, pulse techniques, broad-band amplifiers, diode switches, multivibrators, gates, magnetic amplifiers, chopper amplifiers, clipper and clamping circuits, synchro and servo systems, photo control devices, step counters and other specific application circuitry. Prerequisites: ELN 314, ELN 316. Credit 7

ELN 319 Instrumentation

A basic study of sensory devices for detecting changes in pressure, temperatures, sound, light and electricity; the associated circuitry and indicating devices. Prerequisites: ELN 316, ELN 318. Credit 8

ELN 320 Circuit Analysis and Maintenance

Systematic analysis of complex circuitry. Methods of locating and correcting malfunctions. Troubleshooting by voltage measurements; resistance measurements, and waveform observatioss. Schematic reading and and interpretation. Prerequisites: ELN 319, MA 304. PHY 304. Credit 8

ELECTRONICS ELECTIVES

ELN 410G Switching Circuits

Introduction to switching circuits, Boalean Algebra, truth tables and binary counters. 3 hr. class/week. 2 hr. Lab/week. 4 hr. Credit

ELN 420G Wave Propagation and Field Theory

Introduction to basic wave and field theory and basic antenna devices. 3 hr. class/week. No. Lab. 3 hr. Credit

ELN 430G Introduction to Analogue and Digital Computers

Introduction to computer theory, logic and switching circuit operations. 3 hr. class/week. No. Lab. 3 hr. Credit

ELN 440G D.C. and A. C. Machines

Basic properties of generators and motors, both A.C. and D. C. 3 hr. class/week. 2 hr. Lab/week. 4 hr. Credit

ELN 450G Advanced Television Circuits

Video IF response analysis and alignment. Emphasis on using waveform analysis and signal injection techniques. 2 hr. class/week. 4 hr. Lab/ week. 4 hr. Credit

ENGLISH

ENG 101 Reading Improvement

A concentrated effort to improve the student's ability to comprehend what he reads by training him to read more rapidly and accurately. Special machines are used for class drill to broaden the snap of recognition, to increase eye coordination and word group recognition, and to train for comprehension in larger units. Reading faults of the individual are analyzed for improvement, and principles of vocabulary building are stressed. Prerequisite: None. Credit 2

ENG 102 Communication Skills

Development of ability to communicate effectively through the medium of good language usage in speaking and writing. Organizing throughts, and presenting thoughts effectively in connection with problems. Prerequisite: None. Credit 2

ENG 301 Communicative Skills: Reading Improvement

A concentrated effort to improve the student's ability to comprehend what he reads by training him to read more rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition, and to train for comprehension in larger units. Reading faults of the individual are analyzed for improvement, and priniciples of vocabulary building are stressed. Prerequisite: None. Credit 2

ENG 302 Communicative Skills: English

Designed to aid the student in the improvement of self-expression in business and technical composition. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life. Prerequisite: None. Credit 3

ENG 303 Communicative Skills: Technical Writing

The fundamentals of English are utilized as a background for the organization and techniques of modern technical writing. Exercises in developing typical technical reports, using writing techniques and graphic devices, are completed by the students. Practical application in the preparation of a full-length technical report is rèquired of each student at the end of the term. Prerequisite: ENG 302. Credit 3

ENG 304 Communicative Skills: Speech

Technical speech to develop the speaking skills with emphasis on the dual role of communications as both a speaking and listening skill. Stress is placed on growth in poise and confidence of the student. Practice through individual speeches and group discussion. Recordings are made of the student's voice and used as an aid in speech development. Prerequisite: ENG 302. Credit 2

INDUSTRIAL SCIENCE

ISc 301 Industrial Organization and Management

Organizational structure for industrial management; operational and financial activities, including accounting, budgeting, banking, credit and industrial risk, forecasting of markets, selection and layout of physical facilities; selection, training and supervision of personnel as found in typical industrial organizations. Prerequisite: None. Credit 3

MATHEMATICS

MA 120 Fundamentals of Mathematics

Practical number theory. Analysis of basic operations: addition, subtraction, multiplication and division. Fractions, decimals, powers and roots, percentages, ratio and proportion. Plane and solid geometric figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trades. Practice in depth. Prerequisite: None. Credit 5

MA 300G Pre-Technical Mathematics

A non-credit course intended to serve as a refresher in high school algebra and other fundamentals of mathematics. Students may be required to take this course as a prerequisite to Math 301 is it is determined by testing or high school transcript that they are not prepared for advanced courses.

MA 301 Technical Mathematics

The real number system is developed as an extension of natural numbers, integers, and rational numbers. Insight into the processes of arithmetic and algebra is provided. Additional topics include sets, equations, number bases, number lines, coordinate systems, trigonometry of the right triangle, vectors, dimensional analysis, and the derivative. Prerequisite: None. Credit 5

MA 302 Technical Mathematics

Algebraic operations are applied to linear, quadritic, and polynomial functions and special equations of second degree. Complex numbers are introduced and the study of the derivative is continued. Selected applications involving rates of change, maxima and minima, approximation, areas, and volumes are considered. Prerequisite: MA 301. Credit 5

MA 303 Technical Mathematics

Ideas of algebra are used in a study of trigonometric, logarithmic and exponential functions. Selected applications of calculus reinforce this approach. Polar coordinates are introduced and their applications expanded. Complex numbers, vectors, coordinate systems and their applications constitute other areas of study. Prerequisite: MA 302. Credit 5

MA 304 Technical Mathematics

A further study of analytical geometry, algebra, and calculus; the binomial expansion, arithmetic and geometric progressions, polynomial functions and methods of solution, integration techniques and use of integral tables, polar equations, and an introduction to solid analytical geometry. Prerequisite: MA 303. Credit 3

MECHANICS

MECH 112 Welding

Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding; bronze welding, silver-soldering, and flame cutting methods applicable to mechanical repair work. Prerequisite: None. Credit 1

MECH 301 Materials, Tools and Processes

An overall view of the methods and procedures used to transform raw materials into finished products. Characteristics of metals, woods, and plastics and how these characteristics affect the selection and use of materials and methods of production in the manufacture of an object. Unit production system, sand casting, forging and allied processes, welding, sheet metal working processes, and woodworking processes constitute areas of study. Prerequisite: None. Credit 3

MECH 302 Materials, Tools and Processes

Study of manufacturing processes involving machining of materials. The operation of lathes, grinders, drills, milling machines, shapers, planers, metal sawing machines, broaching machines, gear cutting machines, and finishing machines. Dimensional control and precision measuring as applied to machining of materials. Prerequisite: MECH 301. Credit 3

MECH 303 Materials, Tools and Processes

Mass-production methods, and design factors in areas of casting, forging, molding, pressing, drilling, boring, reaming, turning, grinding, milling, and surface finishing. Prerequisite: MECH 302. Credit 3

MECH 304 Metallurgy

Properties of metals and various methods of changing these properties, classifications of metals, powder metallurgy and factures contributing to production and selection of metals for use. Prerequisite: None. Credit 4

MECH 305 Strength of Materials

Study of principles and analysis of stresses which occur within machines and structure elements subjected to various types of loads such as static, impact, varying and dynamic. Analysis of these stresses are made as applied to thin-walled cylinders and spheres, riveted and welded joints, beams, columns and machine components. Prerequisites: PHY 303, MA 303. Credit 4

PHYSICS

PHY 104 Applied Physics I

Introductory physics and its applications. Systems of measurement, theory of matter, properties of solids, liquids, and gases. Prerequisite: None. Credit 2

PHY 105 Applied Physics II

Basic principles of electricity, types of electricity, and its production, transmission, and transformation. Such factors as the electron theory, electrical measurement, magnetism, electromagnetism, and the magnetic effects of electricity constitute major areas of study. Prerequisite: PHY 104. Credit 2

PHY 106 Applied Physics III

Physical principles of force, energy, work and power; equilibrum and the laws of motion; principles of machines, mechanical advantage, and transmission of power in practical applications and the use of vectors and graphical presentations. Prerequisites: PHY 104, MA 120. Credit 2

PHY 301 Physics: Properties of Matter

The fundamental course covering several basic principles of physics. The divisions included are solids and their characteristics, liquids in motion, gas laws and applications. Laboratory experiments and specialized problems dealing with these topics are part of this course. Prerequisite: None. Credit 4

PHY 302 Physics: Work, Energy, Power

Major areas covered in this course are work, energy and power. Instruction includes such topics as statistics, forces, center of gravity and dynamics. Units of measurement and their applications are a vital part of this course. A practical approach is used in teaching students the use of essential mathematical formulas. Prerequisite: PHY 301, MA 301. Credit 4

PHY 303 Physics: Electricity

Basis theories of electricity, types of electricity, methods of production, and transmission and transforming of electricity. Electron theory, electricity by chemical action, electricity by friction, electricity by magnetism, induction voltage, amperage, resistance, horsepower, wattage, and transformers are major parts of this course. Prerequisites: PHY 301, MA 302. Credit 4

PHY 304 Physics: Light and Sound

A study of sound and wave motion and its technical applications to industry and related fields. Light and illumination. Principles of optical instruments. Practical aspects are emphasized. Prerequisite: MA 301. Credit 4

PHY 305 Hydraulics and Pneumatics

The basic theories of hydraulics and pneumatic systems. Combinations of systems in various circuits. Basic designs and functions of circuits and motors, controls, electrohydraulic servomechanisms, plumbing, filtration. accumulators and reservoirs. Prerequiusite: PHY 302. Credit 4

SOCIAL SCIENCE

SOC 101 Human Relations

Development of understanding of relationships to other persons through some of the basic principles of human psychology. The problems of the individual and his work situation are studied in relation to the established organization of modern business and industry and in relation to government practices and labor organization, with special emphasis on the operating responsibilities of good management. Prerequisite: None. Credit 2

SOC 103 Management Procedures

An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and ventorying, layout of equipment and offices, methods of improving business, and employer-employee relations. Prerequisite: None. Credit 3

SOC 301 Human Relations

Principles of interpersonal relations including a consideration of motivation, feelings, emotions, and learning with reference to their applications to on-the-job situations; personal and group dynamics and self-adjustment. Prerequisite: None. Credit 2

SOC 302 Economics

The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution. and consumption both in relation to the individual enterprise and to society at large. Prerequisite: None. Credit 3

SOC 303 Introduction to Psychology

Designed to provide an understanding of the basic psychological concepts of human behavior. The phenomenal aspects of the individual's behavior as he strives to adapt to his social and economic environment will be explored. Prerequisite: None. Credit 3

TECHNICAL SECRETARY

TS 131 Accounting

This course introduces the elements of accounting and accounting procedures. Practice sets are used to give the student practical application of bookkeeping practices. Credit 4

TS 132 Typing

The fundamentals of typing for billing and correspondence are covered so the assistant may act as receptionist-secretary to the dentist. Credit 3

WELDING

WELD 121 Welding

The various processes used for jaining materials by welding are discussed. Lecture, demonstrations and practice cover the oxyacetylene and arc welding processes, filler metals uused, gases, currents, weldability of metals. Instruction is given in the set-up and safe operation of oxycaetylene welding apparatus. Students prepare joints by both hand and machine cutting with the oxyacelene torch. Prerequisite: None. Credit 2

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